

# CENTRAL TEXAS COLLEGE

## Event Planning Checklist-Internal Events

Action	Who to Contact
Check event calendar for possible conflicts	<a href="http://www.ctcd.edu/calendar">www.ctcd.edu/calendar</a>
Room Scheduling	<a href="mailto:Kerstin.Brooks@ctcd.edu">Kerstin.Brooks@ctcd.edu</a> or 526-1259
Submit event to calendar	<a href="http://www.ctcd.edu/calendar">www.ctcd.edu/calendar</a>
Clear event with Risk Management	<a href="mailto:Deborah.Shibley@ctcd.edu">Deborah.Shibley@ctcd.edu</a> or 526-1347
Inform Campus Police of event	<a href="mailto:Campus.Police@ctcd.edu">Campus.Police@ctcd.edu</a> or 526-1200
Arrange for facilities management support: Reserved parking? Tables/Chairs/Setup support	<a href="mailto:Facilities.management@ctcd.edu">Facilities.management@ctcd.edu</a> 526-1366
Audio/Visual Support	<a href="mailto:Mark.Plasterer@ctcd.edu">Mark.Plasterer@ctcd.edu</a> or 526-1537
Catering	Great Western Dining, <a href="mailto:Roberta.Dean@ctcd.edu">Roberta.Dean@ctcd.edu</a> or 526-1844
Marketing/publicity support: <ul style="list-style-type: none"> <li>• Newslink, Student email Newsletter, press releases/press coverage, web coordination</li> <li>• Flyers/posters/invitations/certificates or other DTP needs</li> </ul>	<a href="mailto:Bruce.Vasbinder@ctcd.edu">Bruce.Vasbinder@ctcd.edu</a> or 526-1224 <a href="mailto:Donna.Duran@ctcd.edu">Donna.Duran@ctcd.edu</a> or <a href="mailto:Bobbi.Shaw@ctcd.edu">Bobbi.Shaw@ctcd.edu</a>