

A Guide to Holding an Event at Lake Superior College

(Draft 4/18/08)

Complete the Event Checklist form for any event that brings the community onto our campus.

Whether it's a conference, a meeting, car show, job fair, recognition dinner or an offsite event hosted by the college, it's an opportunity to expose the public to all that LSC has to offer. This guide is intended to help you make sure that your event is a success. Information on the LSC Facilities Use policy can be found at <http://www.lsc.edu/Policy/policy642.cfm>.

Early in the process, it is important that faculty members discuss a proposed event with their dean; students should discuss a proposed event with a club advisor or the Student Life Director; and staff members should discussed a proposed event with their supervisor. Organizations outside of the campus which do not have an on-campus contact should be directed to the Vice President of Finance and Administration.

Please use the Event Check list to assist in you planning.

Name of Event: The event should have a unique name that immediately identifies what the event is.

Responsible Person: Identify the lead go-to person for organizing the event and can be contacted with questions.

Location of Event: What areas are needed? Be specific.

Purpose of the Event: A brief description of what the event is all about.

Benefit to Lake Superior College: What benefits does this event provide to the college and its mission?

Cost Center: Please provide the cost center and number that would be used to cover any costs involved with the event.

Reserve Room/Location: Early in the process, it is important to reserve rooms and/or locations needed for the event. Room reservations are submitted through Web Viewer which is found on the LSC home page by clicking on the Events Calendar button or at <http://www.lsc.edu/Calendars/index.cfm>. A tutorial on how to use the program to request a room reservation is available at this site. Requests to reserve areas such as the Commons and various parking lots for outdoor events should also be made through Web Viewer. Web Viewer can also assist in determining if there is a conflict with an already scheduled event that might detract from attendance at your event.

When you request a room reservation, be sure to note in the comments box that this event should be shown on the Events Calendar. If you have questions about available spaces or how to use Web Viewer contact the staff at the Information Desk.

Public Information: If your event is open to the public or is of significance to the community, contact the Public Information division about providing some publicity for your event. They are able to put the event information on the marquee entrance sign, the internal video screens and develop and produce posters.

Food Service: Events occurring on the main campus are required to use the Food Service for providing refreshments if held during the hours of operation of the Food Service unless waived by the Food Service Manager. The Food Service can meet refreshment and meal needs from small gatherings to up to conferences of 275. Contact them early in the planning process.

Special Accommodations: Are there special needs for this event? Interpreters, permits from the City, etc. Any posters, flyers, ads should contain the following: *Individuals with disabilities may request reasonable accommodations by contacting LSC's Disability Services at (218) 733-7650, S1911, or g.robillard@lsc.edu.*

Maintenance: If you are going to need additional chairs, tables, platforms, re-arrangement of rooms for your event contact the Director of Physical Plant or the Building Services Foreman.

IT (Technology): Contact the Audio Visual Manager for microphones, projectors, computer needs.

Insurance: Some events will require a certificate of insurance. Check with the Vice President of Finance and Administration.

Approvals: When all arrangements are made and a final estimate of cost done, meet again with the dean, club advisor or supervisor for approval.

Final Report: In order to track how successful events have been and what can be done to improve them in the future, please complete the Event Report form and forward to the Vice President of Finance and Administration.



Event Checklist

Name of Event _____
 Event Coordinator _____
 Date(s) of Event _____
 Start Time/End Time _____
 Location of Event _____
 Purpose of Event _____
 Benefit to Lake Superior _____
 College _____
 Cost Center _____

Discuss Event Idea with Supervisor/Club Advisor Initial by: _____
 Supervisor/Club Advisor

Reserve Room/Location
 Submit request to Webviewer
 Number of attendees _____ Number of Vendors _____
 Check for conflicts with other events R25 Confirmation No. _____

Public Information Initial by: _____
 Publicity Needs Director Public Info.

Food Service Initial by: _____
 _____ Food Service Manager

ADA/Reasonable Accommodations (Equipment, Interpreter, etc.) Initial by: _____
 Disability Services Coordinator

Maintenance Initial by: _____
 Set-up (tables, chairs) Building Services Foreman
 Security
 Special Equipment Needs
 Recycling Accommodations

IT Initial by: _____
 Special Equipment Needs Computer Services Manager
 Special Software Needs

Insurance (yes/no) _____ Initial by: _____
 VP Finance & Admin.

 Event Coordinator's Signature Date

 Supervisor's Signature Date

 Vice President of Finance and Administration Date

Final Report Submitted: _____

Original Signed copy to: Vice President of Finance and Administration
 Signed copies to: Requestor
 Supervisor