



## Tips for a Successful College Event on Campus

*\*\*\*If you are hosting or co-sponsoring a department event or activity on campus, this information is for you!*

### 4-8+ Weeks Prior to Event:

1. **Plan ahead.** Allow a minimum of 4 weeks advance notice before your event to reserve space at SCC. For large events, more advance time is recommended if you plan to invite the community or serve food or alcohol. All facilities used for teaching or other campus activities planned during regularly scheduled class time on week days may only be reserved after the academic quarter schedule is determined. Academic Campus quarter scheduling is usually completed 8 weeks before the beginning of the quarter in the campus R25 Room Scheduling system. Some facilities may be able to be scheduled sooner. If you need assistance in scheduling a room for your event, contact the Campus Room Scheduler at 546-4719 or fill out the online form: <http://intranet.shoreline.edu/roomrequest/> If this is for a student club event, the club advisor will make the reservation for you.
2. **Request a room.**
  - ❑ Confirm dates, event times, set up and tear down time.
  - ❑ Fill out a [Room Request form](#)
  - ❑ Questions? Contact Campus Room Scheduler Jenifer Aydelotte, 206-546-4719, [jaydelotte@shoreline.edu](mailto:jaydelotte@shoreline.edu)
3. **#1600 Theater and #800 Music Building.** There are special requirements for use of the campus theater and rooms in the #800 music building. **BEFORE** reserving the room on the R25 system, you need to contact the managers of these facilities first to ensure the time and date you want is available, and understand the rules of using these campus facilities. You will be required to have a theater technician, music media technician, and/or building supervisor present at all times you are using one of these venues, and budget charges may apply.
  - ❑ John Nold, SCC Campus Theater & #1500 Recording Studio, [jnold@shoreline.edu](mailto:jnold@shoreline.edu), 206-546-4728
  - ❑ Owen Strain, #800 Music Department, [ostrain@shoreline.edu](mailto:ostrain@shoreline.edu), 206-546-4607
4. **#9000 PUB Main Dining or Quiet Dining room use.** There are additional requirements for using the rooms in the #9000 PUB Student Union building. Please contact the Facility Rental Office or if you are an SCC student, contact Lisa Smith, 206-546-5862, [lsmi@shoreline.edu](mailto:lsmi@shoreline.edu) in the Student Leadership Center for details or check the ECHO system : <https://echo.shoreline.edu/>
  - ❑ If your event is scheduled after hours in the #9000 PUB on a week day(after 9 p.m. M-TH and 4:30 p.m. Friday), on a weekend or holiday you will need to reserve an Event Monitor through the Facility Rental office. These students are hired to monitor buildings during events in the #9000 PUB, #3000 gymnasium, #1000 Administration, and other areas of the college that may need supervision during an event on campus. Your budget will be charged for all of the time the Event monitor is supervising your event, including set up and clean up time. The \$10.00/hour rate will be charged to your budget.
  - ❑ The Main dining room will require a SLC Media technician to operate the equipment. Contact Lisa Smith 206-546-5862 in the SLC or <https://echo.shoreline.edu/> for access to the online Media Request form.
  - ❑ For set up requests, please submit a Facility Work order at least two weeks before your event
5. **Are you filming or recording on campus?** SCC Students will need to confirm with faculty before applying to film or record on campus. Fill out the [Student Application to Film or Record on campus](#) and return at least 2 weeks before the event date to the Facility rental office located in the #9000 Bookstore lower level. You will be notified when the project is approved.
  - ❑ [Student Application to Film or Record on campus](#)
  - ❑ Questions? Contact Tony Doupe, [tdoupe@shoreline.edu](mailto:tdoupe@shoreline.edu) 206-546-5829 or Suzanne Gugger [sgugger@shoreline.edu](mailto:sgugger@shoreline.edu) 206-546-5863

### 3 Weeks Prior to Event:

6. **Provide Details.**
  - ❑ Do you need additional equipment or an extensive room set up? Set up requests **MUST** be submitted a minimum of 1 week before the event. Fill out a [Facilities Set up Request](#) and deliver to Sherri Walley in the #5000 Facilities Office. [swalley@shoreline.edu](mailto:swalley@shoreline.edu) , 206-546-4661. The college can provide folding six foot tables and chairs, sandwich boards, and staging available upon request, and subject to availability.
  - ❑ Provide set up details and/or a sketch of the room layout with the Set up Request.
  - ❑ Note that requests or changes submitted within a week of the event date may not be able to be accommodated.

- ❑ **If your athletic or non-athletic event scheduled in the #3000 main or mini gymnasium** will have tables and chairs on the wood floor, you will require the protective floor cloth to be put down. Do you need one or both side of the bleachers pulled out? Do you need a PA system or portable sound system? Staff supervision? Contact the Athletic department at 206-546-6951 to discuss your event plans and indicate on the Facility Set Up Request what you need for your event set up. The portable sound system is reserved through Library/Media services. <http://shoreline.libguides.com/media>
  - ❑ **Need Help?** If you need assistance in organizing your event on campus, contact Suzanne Gugger, in the SCC Facility Rentals Office, located in the #9000 PUB Bookstore. 206-546-5863. [sgugger@shoreline.edu](mailto:sgugger@shoreline.edu).
7. **Event Supervision and Technicians.** Student Events and other department events on campus must be approved by the Club advisor or Dean in advance. In order to be considered a college sponsored event, a staff person, coach, approved work study, administrator or faculty must be present at all times during the event, representing the college and its interests. The Facility Rental office or SCC Security office staff will assist you in determining the level of supervision your event will require.
- ❑ If your event is scheduled after hours in the #9000 PUB, Gymnasium, #1000 Administration, #800 Music and other college buildings on a weekday(after 4 p.m.), on a weekend or holiday you may need to reserve an Event Monitor through the Facility Rental office. These students are hired to monitor buildings during events in areas of the college that may need additional supervision: #800, #1000, #2100, #1600, #3000, and all computer labs. There are rooms and areas of buildings that are off-limits for non-academic uses like science labs, manufacturing, testing rooms, offices, Dental Hygiene and Nursing program facilities, VCT Visual Arts facilities, and other restricted or hazardous areas.
  - ❑ Your budget will be charged for all of the time that the Event Monitor or Technician is supervising your event, including set up and clean up time. \$10.00/hour rate for Event Monitors and \$11.59-\$15.00 for Media technicians will be charged to your budget.
  - ❑ The #800 Music and #2100 VCT Visual Arts buildings provide their own business hours and after hours supervision. Contact:
    - Mary Bonar #2100 VCT building, 206-546-4671 [mbonar@shoreline.edu](mailto:mbonar@shoreline.edu),
    - Owen Strain #800 Music Department, 206-546-4607 [ostrain@shoreline.edu](mailto:ostrain@shoreline.edu),
  - ❑ The #1600 Theater MUST have a Theater Technician, Theater Manager, and/or Building Monitor present at all times the building is in use, including set up and tear down time.
  - ❑ Computer Labs MUST have a computer Technician present at all times the rooms and equipment is in use, including set up and tear down time.
  - ❑ Do you require a Media Technician? Training to operate the media equipment on campus? Media equipment and presentation materials? Contact Library /Media staff desk at: 206-546-4529, <http://shoreline.libguides.com/media>
  - ❑ Some events may require additional SCC Security or King County Police officers to be present, including all events involving alcohol being served on campus and student dances. Rates are \$20.00-\$60.00/hour.
8. **Plan for Security.** The Facility Rental office staff and/or SCC Director of Safety and Security will assist in determining the level of security required for every event on campus.
- ❑ Some campus events may require additional SCC security or King County off duty police officers present at all times. These include: community events that invite the public; student dances; events with a guest count over 150; events where alcohol is served; and any event that the college deems a potential security risk. Rates are \$20.00-\$65.00/hour.
  - ❑ Discuss your event with the SCC Security office at 206-546-4633.
9. **Food and Beverages.** Does your event require catering, beverage service, or a concession? **You MUST contact** the SCC Food Services contractor at 206-546-6918, [SCCcampusCatering@shoreline.edu](mailto:SCCcampusCatering@shoreline.edu)) at least three weeks before your event to arrange for **ALL catering and refreshment services on campus**. Per the college contract with our Food Services contractor, they have the first right of refusal for all food and beverage services.
- ❑ Fill out a [Lancer catering request form](#).
  - ❑ Request for [Waiver forms](#) from Lancer are available should you wish to request an exception to using the college's Food Services contractor to cater your event. .
  - ❑ Are you serving alcohol? **Additional approval and permits are required for serving alcohol on campus**. You will need to fill out the [Application for Approval to Serve Alcoholic Beverages on Campus](#). Return the signed Application to the Facility Rentals office at least 3 weeks prior to the event date. The SCC Executive Director of Administrative and Logistical Services will review the Application. Approval and signature must be obtained BEFORE you can apply for a liquor permit from the Washington State Liquor Control Board. Licensed liquor servers/pourers are REQUIRED to serve all alcoholic beverages on campus. Additional Security is REQUIRED for all events serving alcohol which

may include hiring an off duty King County Officer. Students under age 21 years of age are prohibited from pouring alcohol. .

**10. Advertise!** Plan your decorations, signage and promotional materials.

- ❑ If you want to distribute information on campus, we can help! Flyers, posters, advertising, public relations or promotional materials can be posted on the interior and exterior display boards, but you need to take the materials to the Student Leadership Center to be posted. There is a distribution form.
- ❑ If the event is inviting the campus community, [submit information](#) to the college calendar and DAAG.
- ❑ For student groups and clubs, if you want a balloon arch or other support materials from the Student Leadership Center, contact Lisa Smith, [lsmith@shoreline.edu](mailto:lsmith@shoreline.edu), 206-546-5862.
- ❑ For college department events, contact PIO office for help with advertising, print materials and advice. Sean Duke, [sduke@shoreline.edu](mailto:sduke@shoreline.edu), 206-546-6659
- ❑ Need sandwich boards or other SCC logo materials? Amy Stapleton in the PIO office can arrange for you to sign out boards from their office. [astaplet@shoreline.edu](mailto:astaplet@shoreline.edu), 206-546-7841.
- ❑ Review the College policies on decorating in the buildings, located in [Facility Usage Guidelines and Procedures packet](#).

## **2 Weeks Prior to Event:**

**11. Confirm your guest parking plan.** Fee parking is enforced on campus and a valid parking permit is required to be displayed on every vehicle at all times, including weekends, holidays and evenings. For most current information: <http://www.shoreline.edu/safetyandsecurity/parking.aspx>

- ❑ Limited parking may be provided to event organizers per the rental agreement, but guests will need to either pay at the gate kiosks or you may pre-purchase electronic parking or hanging tags for a discounted rate of \$1.50/day. Make arrangements for parking passes via Facility Rentals office at least 2 weeks in advance of the event.
- ❑ SCC parking charges are: \$3.00 for 2 hours, \$4.50 for 4 hours and \$7.50 for all day. Kiosks take coins and credit cards, no bills! Weekend and Holiday rates are \$3.00 all day. Parking ticket kiosks are located in the parking lots around campus.
- ❑ If you require yellow hanging or electronic parking permits, please fill out the [Visitor parking request](#).
- ❑ Contact Darlene Carlson, SCC Security office, at 206-546-4633 with parking questions.

**12. Forward campus maps** and directions to the College to your invited guests to better assist them in finding the campus and locating your event location. Remember to notify guests about fee parking on campus, unless you plan to provide parking passes to visitors. <http://www.shoreline.edu/map/>

## **1 Week Prior to Event:**

**13. Know the emergency phone number for Security: (206)206-235-5860.** SCC Security, event

- ❑ Event Monitors or Media Technicians will arrive at the designated set up time to give you access to the classroom or building. Our on duty security officer will help you get into the facility. Make sure to notify Security when you are ready to leave at the end of the event so they can lock the premises. Get information about [connecting to SCC wireless](#) from Facility Rental Office or TSS.

**14. Confirm Details!**

- ❑ Confirm catering requests, including the number of guests expected, with SCC Food Services contractor.
- ❑ Allow enough time for your setup and cleanup. If you need more time, contact the Facilities Rental Office. The college closes at midnight so cleanup should be planned to be completely this time.
- ❑ Confirm room set up, media and presentation details. You will be given the contact information for the SCC technician hired to assist during your event. Make sure that everyone is clear about the event presentation and/or music requirements, including microphones needed, laptop interface, media, music cd/iPod, lighting, podium location, etc. Confirm their arrival and departure time!
- ❑ Gather your set up and tear down crew to help.
- ❑ If media or other AV equipment is being used for your event, allow enough time to test the equipment before any presentation or performance, or plan to test the media before the event date.

## **Day of Event:**

**15. Don't forget!**

- ❑ Arrive on time for set up.
- ❑ Confirm access and other security issues with the SCC staff to identify which building doors and restrooms will be opened and/or locked.
- ❑ Put out signage, including directional signage from the parking lots.

- ❏ Communicate with the SCC staff on campus assisting with your event: SCC Security, Theater technicians, Media technicians, Computer Lab Technicians, Event Monitors, and on site staff or faculty for the event.
- ❏ Clean up! Remove all items you brought and leave the space in good condition before you leave.
- ❏ Have a great time!