



Event Planning Request Form

Campus Administration Only

Date: _____

Received By: _____

The campus procedure for reserving F222/223 is as follows:

- Room Reservation and set-up is done through Campus Administration. Send all requests to:

homesteadevents@mdc.edu

- All Classroom Reservations are done through Admissions & Registration via email to:

hscheduling@mdc.edu

- AV Equipment and Technicians are ordered through Homestead Campus Technical Services (HCTS)

<http://www.mdc.edu/homestead/campus-information/campus-services-mediaservices.aspx>

- This includes flip charts, media cart, projector, laptop, microphone, overhead projector, pictures, and videography.

- Catering is ordered through Canteen Ext.7-5012 located at Homestead Campus or outside vendor

(Campus President must approve catering menu and quote)

- Canteen online menu: <http://www.canteencafes.compass-usa.com>

- Email your request to Lazara Herrera at Lazara.Herrera@compass-usa.com and Cc Javier Santos at Javier.Santosjimenez@compass-usa.com.

- Caterers must be asked to provide the food table covers and skirting.

- **Please note:** The department hosting the event is responsible for bringing their own posters, easels, flowers, center pieces, balloons, and other decorations. Request for Student Ambassadors should be emailed to Dr. Nicole Bryant at nbryant@mdc.edu.

- Posters/Printing is done through our Quick Copy Center by Winston Rudolph at Ext. 7-5300 or wrudolph@mdc.edu in room B136.
- Poster placements are done by hosting department's staff or personnel.

****The Campus President must be notified if a celebrity, dignitary and/or elected official is expected to visit the campus.**

This form should only be submitted for the use of the F222/223. A confirmation e-mail will be sent within 72 hours upon receipt of this form if the event is approved and all areas of this form are completed. If HCTS work requests are not submitted within five (5) working days prior to the event, the event will be cancelled. **Departments requesting to use the facilities on the weekends will automatically be charged for custodial services, public safety and/or network services.**

ALL INFORMATION ON THIS FORM IS REQUIRED

Date(s) of Event: _____ Event Starting Time: _____ Event Finishing Time: _____
 Name of Event: _____
 Approximate Number of People Attending: _____ Room #: _____
 Requestor Name: _____
 Requestors Ext. _____ Requestor's E-mail: _____
 Name of MDC Department Head hosting this event: _____
 Type and Purpose of Activity: _____

Note: There will be a minimum of three hours between events for clean-up. Back to back events will not be permitted.

Attendance: Please check all that applies.

Will MDC be partnering with another organization for this event? YES NO
If yes, please give the organization's name and contact: _____
 Do you have a potential guest speaker in mind for this event? YES NO
If yes, please give Potential Guest Speaker(s) name(s): * _____
***If the guest speaker(s) is a celebrity, dignitary and/or elected official, the President's office must be notified first to determine who will be extending the formal invitation. This requires 4-6 weeks lead time.**
If you have answered yes to either of the previous questions a meeting will be initiated by the President's Office.
 Will your guests be?
 Community members/organizations YES NO MDC employees YES NO
 Other educational institutions YES NO College wide or District employees YES NO
 Elected Officials (See Below) YES NO Students YES NO

Public Relations & Miscellaneous: Please check all that applies.

Does this event require a press release? YES NO

If yes, the President's Office must have the information 4-6 weeks prior.

Does the event require posters or flyers? YES NO

If yes, attach the document or job request form submitted to the Copy Center in B-136.

Does the event require Public Safety? YES NO

If the guests that are attending your event are not MDC employees or students please answer yes to this question.

Does the event require Ambassadors to usher guests to the event room? YES NO

If yes, please contact the Student Life department to make this request nbryant@mdc.edu or (305) 237-5065.

Does the event require VIP Parking? YES NO

If yes, you may e-mail your request for no more than 10 VIP parking spaces to tacosta1@mdc.edu

Room Logistics: Please check all that applies.

Will you require Catering Service? YES NO

Has the Campus President approved the Catering Services (**Please note if not approved by Campus President you are not allowed to contact Canteen Culinary Services**)? YES NO

If yes, you may contact Canteen Culinary Services at (305) 237-5012 or an offsite caterer of your choice.

Will you need AV/Media Services? YES NO

If yes, send your request to CTS online at http://www.mdc.edu/homestead/forms_all.asp

Will you need Linen Table Covers and Skirts? YES NO

If yes, the hosting department is responsible for table covers and skirts. Please be advised that we do not provide table covers and this cost should be covered by the department organizing the event.

What type of set-up do you need? Please check all that applies.

Will you need food/beverage tables? ** YES NO Quantity _____

Will you need Theater Style chair set-up? ** YES NO Quantity _____

Will you need Rectangular Tables? ** YES NO Quantity _____

Will you need Round Tables (F222/223 fits up to 21 round tables)? ** YES NO Quantity _____

Will you need extra rectangular table(s) for Registration or Information? ** YES NO Quantity _____

Will you need a changing room/storage for entertainment vendor? YES NO

If yes, please make arrangements by contacting Campus Administration at (305) 237-5114 or (305) 237-5136.

Are you requesting that the President's Office provide flowers/decorations for this event? YES NO

If yes, please contact imarin@mdc.edu to make your request.

**THE HOSTING DEPARTMENT IS RESPONSIBLE FOR CHECKING THEIR EVENT SET-UP AT LEAST AN HOUR PRIOR OF THEIR
EVENT.**

*****Please bubble all items required for your event on the diagram attached for F222/223.***

****Please be aware your event will not be approved without set-up requirements attached.***

SERVICES REQUESTED: *You are responsible for sending work requests to Homestead Campus Technology Services (HCTS), Campus Services, Campus Administration, President's Office and Canteen's Culinary Services after this request has been approved and in a timely manner as well as notifying them of any changes and/all cancellations.*

PLEASE LEAVE THE FACILITY IN THE SAME CONDITION YOU FOUND IT. NAILS, TACS AND TAPE ON THE WALLS AND ON THE CEILING ARE NOT PERMITTED. REMOVAL OF CHAIRS AND RE-ARRANGING OF FURNITURE IS NOT PERMITTED WITHOUT A WORK ORDER.

YOUR RESERVATION IS NOT CONFIRMED UNTIL YOU RECEIVE AN APPROVAL RECEIPT.

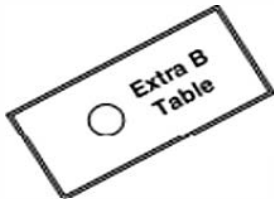
Requestor Signature: _____

Chairperson/Area Director Signature: _____

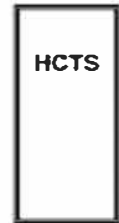
Campus President's Office Approval Signature: _____

Room Request Set-up Items

Please bubble all items required for your event



Note: Food/Beverage table cannot be accommodated if theater style set-up of more than 100 people



Room Divider

