

Event Planning Form

(To be used by staff, faculty and students for internal college-related events)

Note that current COVID protocols must be respected at all times.

Good planning is essential to a successful event. This pre-event planning form provides you with a series of questions to consider when planning your next organizational event. Please keep in mind that all activities should be consistent with College policies and procedures, as well as the mission of our College.

In order to allow for optimal planning of your event and to allow sufficient time for the approval process, we recommend that you allow at least one (1) month to prepare your event and to submit this form. If this cannot be followed, we cannot guarantee that your event will be approved by the Academic Steering Committee 'ASC' (when necessary) and the Management Executive Committee 'MEC'.

You are responsible for ensuring that this form is submitted in a timely manner.

INFORMATION OF PERSON COORDINATING EVENT

Name(s): _____
Email(s): _____
Contact Info: _____
Date: _____

Please note that the person coordinating the event, or their delegate, must be present at all times during the event.

EVENT INFORMATION

Event Name: _____
Event Date: _____ Event set-up time: _____
Event Time: _____ Event take down time: _____
Event Location: _____
Backup Location (if needed): _____

Please ensure that the event location is available and that you have **TENTATIVELY** booked it with the appropriate body*, prior to completing this form.

Continuing Education

Evening Classrooms
Parc-Ex Campus (Beaumont)

Gardens

Gazebo
Pergola

Information Tech

Support Services
Auditorium

Learning Commons

STEM Centre
TASC Centre
E-303 / F-500

Reception Office

Boardroom
General Tents (#1,2,4,5)
Staff Cafeteria

Registrar's Office

Amphitheatre
Day Classrooms
Phys. Ed. Tent (#3)

Sports Complex

Activity Rooms / Gyms
Palestre / Pool
Sports Fields

Student Services

Carrefour / Jake's (Student) Mall
Marketplace / Metro Area
N-Cafeteria / Rotunda / Student Services Tent (#6)
The Orchard (outdoor space between D and N)

*Contact information is provided for each area.