

## Major Events Committee

### Best Practice Recommendations for events at North Seattle College

**North's Major Events Committee** coordinates the room reservations and set-up, IT/media, communications, and security needs of high-volume events for both internal and external constituents to support successful community events, revenue generation, and cross-department collaboration. We meet monthly, and routinely include representatives from the Events Office, Facilities, Security, IT/Media Services, Communications, Campus Operations and the President's Office. The President's Executive Assistant serves as committee chair.

**The following deadlines represent the needs of each listed area and share with you the time needed for us to provide the best service possible.** If you have any questions, please contact any member of the Major Events Committee for guidance.

Area of Service	Service Description	Primary Contact	Primary Mode of Communication	Deadlines	Notes
Events Office	Manage the event planning process	Ethan Radford <a href="mailto:Ethan.Radford@seattlecolleges.edu">Ethan.Radford@seattlecolleges.edu</a> 206-934-3907	25Live  If you or your department would like to request and schedule events on campus, please have at least two trained 25Live schedulers; contact Gana for more info.	A minimum of 14 business days' notice required for initial event / room booking.	Requests submitted past deadlines may not be granted. Confirm & request specific room arrangements details within 25Live's <b>Comments Section</b> , and/or attach a set-up map within 25Live, or via email follow-up with <b>25Live Event ID#</b> in the subject line.  For events involving external / off-campus invitees, ideally 30-days advance notice is needed to begin planning work orders, labor requests and additional services.  If any last-minute requests are fulfilled, service fees up to a 20% surcharge may be billed.
Facilities Operations	Facilities Operations provides building,	John Ojo Facilities Manager <a href="mailto:John.Ojo@seattlecolleges.edu">John.Ojo@seattlecolleges.edu</a>	<a href="#">Facilities Work Order Form</a>	10 business days	After initial communication with the Events Coordinator, appropriate

	grounds, custodial services	206-934-3917			work order forms will need to be submitted for room set-ups, custodial, grounds work or other assistance that is subject to availability of resources. Consider this step the beginning of a conversation with Facilities.
IT / Media Services	IT Services/Media assistance, including PC, mic/sound and projector set-ups	Pablo Basilio <a href="mailto:Pablo.Basilio@seattlecolleges.edu">Pablo.Basilio@seattlecolleges.edu</a> 206-934-3647	Email: <a href="mailto:Helpdesk.seattlecolleges.edu">Helpdesk.seattlecolleges.edu</a>	10 business days	Mics, speakers, laptop, PC, cables, projector assistance, etc. – all must be identified to ensure enough equipment is available for various events when needed.
Security	Room unlock / lock, security patrol and parking arrangements	Arnulfo Ramirez <a href="mailto:Arnulfo.ramirez@seattlecolleges.edu">Arnulfo.ramirez@seattlecolleges.edu</a> 206.934.3646	Email: <a href="mailto:Arnulfo.ramirez@seattlecolleges.edu">Arnulfo.ramirez@seattlecolleges.edu</a>	10 business days	Security requires time to schedule additional personnel for events of ~100 participants.
Transportation/ Parking	Parking arrangements for events, permits for volunteers/vendors	Casey Chow <a href="mailto:casey.chow@seattlecolleges.edu">casey.chow@seattlecolleges.edu</a> 206-934-0060	Email: <a href="mailto:nsctransit@seattlecolleges.edu">nsctransit@seattlecolleges.edu</a>	10 business days	Transportation will need time to receive requests, prepare and send parking codes to vendor/event coordinator, and work with the rentals/business office if payment for parking is expected.  The Transportation Office is not staffed on weekends.
Communications	Support event with marketing, comms as appropriate	Mike Sprouse <a href="mailto:Michael.Sprouse@seattlecolleges.edu">Michael.Sprouse@seattlecolleges.edu</a> 206.934.7791	Email or phone	10 business days	Support campus events with announcements, marketing, etc. Important to be brought in early to help ensure resources are available.
Campus Operations	Administrator for Campus Operations which includes Facilities, Security, Micro Market	Kristen Burton <a href="mailto:Kristen.Burton@seattlecolleges.edu">Kristen.Burton@seattlecolleges.edu</a> 206.934.4567	Email or phone	N/A	Available to provide guidance on requirements, the colleges' contractual agreements/partnerships, and to liaise with various stakeholder groups as necessary.

	and vendor relationships				
President's Office	General guidance regarding major campus events	Toni Stankovic <a href="mailto:Toni.stankovic@seattlecolleges.edu">Toni.stankovic@seattlecolleges.edu</a> 206.934.3605	Email or phone	N/A	Available to provide guidance on procedures, paperwork, contacts, and best practices for successful campus events.