**NSC Internal Event Guidelines**

**(A minimum of 15 business days’ notice required for an initial event / room booking.)**

**You can find an accessible version of this** [**document here**](https://scedu-my.sharepoint.com/personal/sai_guo_seattlecolleges_edu/Documents/Desktop/Flow%20chart%202.docx?web=1)**.**

Start

**If you have any questions or need help with planning an event, please reach out to Sai Guo, the Events Coordinator, at sai.guo@seattlecolleges.edu**

**End**

**Yes**

**Yes**

**Yes**

**No**

**No**

**No**

**Set-up Support needed?**

(Tables, chairs, or stage)

**Parking needed?**

**IT support needed?**

(Microphone, speaker, screen, computer, projector, HDMI hookups and/or adapters, etc.)

Fill out the [Events Request Form](https://northseattle.edu/events-and-rentals)

Request your event in [25Live](https://northseattle.edu/employees)