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**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.

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| **Area of Service** | **Service Description** | **Primary Contact** | **Primary Mode of Communication** | **Deadlines** | **Notes** |
| Events Office | Manage the event planning process | [nscrentals@seattlecolleges.edu](mailto:nscrentals@seattlecolleges.edu)  Event Coordinator:  Sai Guo  206-934-3907 | Event Form:  [Events and Rentals | North Seattle College](https://northseattle.edu/events-and-rentals)  25Live  If you or your department would like to request and schedule events on campus, please have at least two trained 25Live schedulers; contact Sai or Ethan for more info. | A minimum of 15 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 **Comments Section**, and/or attach a set-up map within 25Live, or via email follow-up with **25Live Event ID#** 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, grounds, custodial services | Michael Saunders  Facilities Associate Director  Michael.saunders@seattlecolleges.edu  206-934-6020 | [Facilities Work Order Form](https://dlweb.megamation.com/SNCC/DLWEB.php/O4W_WO_NEW) | 10 business days | After initial communication with the Events Coordinator, appropriate 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  [Pablo.Basilio@seattlecolleges.edu](mailto:Pablo.Basilio@seattlecolleges.edu)  206-934-3647 | Email: [Helpdesk.seattlecolleges.edu](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhelpdesk.seattlecolleges.edu%2F&data=05%7C02%7CToni.Stankovic%40seattlecolleges.edu%7Cd85baef5b2d045c70d9408dc242e08df%7C02d8ff38d7114e31a9156cb5cff788df%7C0%7C0%7C638425027355723363%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=ElGkXedkrpdP7kjc34G8Fa9dq4bTbE6edkiLvMQnack%3D&reserved=0) | 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  [Arnulfo.ramirez@seattlecolleges.edu](mailto:Arnulfo.ramirez@seattlecolleges.edu)  206.934.3646 | Email:  [Arnulfo.ramirez@seattlecolleges.edu](mailto:Arnulfo.ramirez@seattlecolleges.edu) | 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 Saunders  [casey.saunders@seattlecolleges.edu](mailto:casey.chow@seattlecolleges.edu)  206-934-0060 | Email: [nsctransit@seattlecolleges.edu](mailto:nsctransit@seattlecolleges.edu) | 15 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  [Michael.Sprouse@seattlecolleges.edu](mailto:Michael.Sprouse@seattlecolleges.edu)  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. |
| Accessibility Office | Provides accommodation services including American Sign Language (ASL) interpreting | Jessica Slivinski  [Jessica.slivinski@seattlecolleges.edu](mailto:Jessica.clivinski@seattlecolleges.edu) | Email | 10 business days | This office provides support districtwide. Contacting this office especially for ASL interpreter service as soon as possible is recommended. |
| Campus Operations | Administrator for Campus Operations which includes Facilities, Security, Micro Market and vendor relationships | Kristen Burton  [Kristen.Burton@seattlecolleges.edu](mailto:Kristen.Burton@seattlecolleges.edu)  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. |
| President’s Office | General guidance regarding major campus events | Toni Stankovic  [Toni.stankovic@seattlecolleges.edu](mailto:Toni.stankovic@seattlecolleges.edu)  206.934.3605 | Email or phone | N/A | Available to provide guidance on procedures, location advice, contacts, and best practices for successful campus events. |