Special Event Planning

We are happy that you are planning to hold your special event at Claremont Graduate University. We would like to ensure that whatever you have planned for your event has a successful and enjoyable outcome. To assist you we have provided the following checklist to help you in your planning. While the actual event needs to be coordinated by the respective department, or by you, the checklist will assist you in arranging for the proper logistics to meet your needs. As a first step, please refer to the appropriate sections of the Claremont Graduate University Policy on the Use of College Facilities to familiarize yourself with the institutional policies governing the use of facilities. This can be found on the CGU website under www.cgu.edu/pages/1076.asp.

Once you have done this, please refer to the facilities checklist form to determine who you will need to contact to reserve facilities, catering, audio visual, etc. The contact person and campus extension are listed on the form. Please reserve the facilities and arrange for your needs for the event as far in advance as possible as the facilities are used extensively.

If you are looking for the availability of a particular space, you may access the Institutional Spaces through Outlook under “public folders.” Also, please check with the CGU Dean of Students office if your event will have a DJ or live music.

Again, we hope that your event will be successful.
# Facilities Checklist Form

## Location-

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>Edris Stuebner</td>
<td>73370</td>
</tr>
<tr>
<td>Descombes Quad</td>
<td>Carol Toscano</td>
<td>79448</td>
</tr>
<tr>
<td>Blaisdell Fountain</td>
<td>Carol Toscano</td>
<td>79448</td>
</tr>
<tr>
<td>Harper Courtyards</td>
<td>Carolyn Peebles</td>
<td>77866</td>
</tr>
<tr>
<td>BOT</td>
<td>Carolyn Peebles</td>
<td>77866</td>
</tr>
<tr>
<td>Burkle Shared Space</td>
<td>Nancy Kramer</td>
<td>77368</td>
</tr>
<tr>
<td>Jenkins Courtyard</td>
<td>Nancy Kramer</td>
<td>77368</td>
</tr>
<tr>
<td>IAC</td>
<td>Sonia Gravely</td>
<td>18066</td>
</tr>
<tr>
<td>Other Claremont Colleges</td>
<td>Check with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>appropriate campus</td>
<td></td>
</tr>
</tbody>
</table>

## Time of Event-

- Set up time
- Event time
- Take down time

## Refreshments-

<table>
<thead>
<tr>
<th>Refreshments</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGU catering</td>
<td>Virginia Ramirez</td>
<td>73297</td>
</tr>
<tr>
<td>Outside catering</td>
<td>Check with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>appropriate caterer</td>
<td></td>
</tr>
</tbody>
</table>

## Signage-

<table>
<thead>
<tr>
<th>Signage</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directional/Location</td>
<td>Pat Stodola</td>
<td>77765</td>
</tr>
<tr>
<td>Parking</td>
<td>Pat Stodola</td>
<td>77765</td>
</tr>
</tbody>
</table>

## Furniture-

<table>
<thead>
<tr>
<th>Furniture</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables, chairs, podium</td>
<td>Pat Stodola</td>
<td>77765</td>
</tr>
<tr>
<td>Tents, shadings, etc.</td>
<td>Check with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>appropriate vendor</td>
<td></td>
</tr>
</tbody>
</table>

## Audio/Visual Services-

<table>
<thead>
<tr>
<th>Audio/Visual Services</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA, data projector, computer</td>
<td>IT</td>
<td>78412</td>
</tr>
<tr>
<td>Video, DVD/VHS</td>
<td>IT</td>
<td>78412</td>
</tr>
<tr>
<td>DJ, bands</td>
<td>Check with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>appropriate vendor</td>
<td></td>
</tr>
<tr>
<td>Videographer</td>
<td>Check with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>appropriate vendor</td>
<td></td>
</tr>
</tbody>
</table>

## Custodial needs-

<table>
<thead>
<tr>
<th>Custodial needs</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trash cans, restrooms etc</td>
<td>Pat Stodola</td>
<td>77765</td>
</tr>
</tbody>
</table>

## Scheduled systems-

<table>
<thead>
<tr>
<th>Scheduled systems</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC, sprinklers etc</td>
<td>Pat Stodola</td>
<td>77765</td>
</tr>
</tbody>
</table>

## Campus safety-

<table>
<thead>
<tr>
<th>Campus safety</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>General security</td>
<td>Campus Safety</td>
<td>18170</td>
</tr>
<tr>
<td>VIP security</td>
<td>Check with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>appropriate vendor</td>
<td></td>
</tr>
</tbody>
</table>