

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-

Classrooms	Edris Stuebner	73370
Descombes Quad	Carol Toscano	79448
Blaisdell Fountain	Carol Toscano	79448
Harper Courtyards	Carolyn Peebles	77866
BOT	Carolyn Peebles	77866
Burkle Shared Space	Nancy Kramer	77368
Jenkins Courtyard	Nancy Kramer	77368
IAC	Sonia Gravely	18066
Other Claremont Colleges	Check with appropriate campus	

Time of Event-

Set up time
Event time
Take down time

Refreshments-

CGU catering	Virginia Ramirez	73297
Outside catering	Check with appropriate caterer	

Signage-

Directional/Location	Pat Stodola	77765
Parking	Pat Stodola	77765

Furniture-

Tables, chairs, podium	Pat Stodola	77765
Tents, shadings, etc.	Check with appropriate vendor	

Audio/Visual Services-

PA, data projector, computer	IT	78412
Video, DVD/VHS	IT	78412
DJ, bands	Check with appropriate vendor	
Videographer	Check with appropriate vendor	

Custodial needs-

Trash cans, restrooms etc	Pat Stodola	77765
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Scheduled systems-

HVAC, sprinklers etc	Pat Stodola	77765
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Campus safety-

General security	Campus Safety	18170
VIP security	Check with appropriate vendor	