

BMCC Event Checklist

This checklist is to help you thoroughly prepare for your event. It includes information about things to consider to help make your event successful and will identify, who at BMCC, can help if you need it.

For the most efficient facilitation of your event, **PLAN EARLY!**
Submit a copy of this form to the BMCC Director of Marketing

Anne Livingston, alivingston@bluecc.edu, 541-278-5936, M-154

Date of Checklist submission: _____ Date of Event: _____

Event Name: _____

Event Coordinator and their position/agency: _____

Event Coordinator Phone: _____ Email: _____

Time of Event
Beginning at: _____ Ending at: _____

Location of Event
Campus/Center: _____ Building: _____ Room/Space: _____

Expected number of event participants/guests: _____

Who is the target audience of this event? _____

BMCC Staff/Faculty Contact: _____

Will there be facilitation costs and/or admission charges associated with this event? (circle) YES NO

Who will be managing these funds? _____

Phone: _____ Cell Phone: _____

Email: _____

Resources

1. Space reservation (Submit as soon as you know the date of the event!)
 - Most BMCC/Pendleton rooms/spaces are reserved through Jan Keough in Office of Instruction JKeough@bluecc.edu 541-278-5969
- Exceptions include the following:
- Boardroom – Shannon Franklin
 - F.A.R.M. Ag Complex – Jan Keough, JKeough@bluecc.edu 541-278-5969
 - Diesel or Welding Labs – Scott Waggoner, Diesel Instructor SWaggoner@bluecc.edu or 541-278-5851
 - OSU Extension Service Classroom/Meeting Room in Umatilla Hall – OSU Office Mgr. Shevon Hatcher – Shevon.hatcher@oregonstate.edu ,541-278-5403 (OSU Extension has a request form which needs to be completed and returned to them. There is no charge for BMCC events.)
 - Locations away from the main campus in Pendleton should be scheduled through the center staff at that location.

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- Bob Clapp Memorial Theatre – even though it is scheduled through Jan Keough, it is a courtesy to contact Craig McIntosh to use the theatre in case he has a class or theatre presentation in process.
- Gymnasium/Mezzanine –Jayne Ann Patterson, Athletic Program Assistant
JPatterson@bluecc.edu 541-278-5896

2. Do you need to initiate a BMCC purchase order? Work with a BMCC administrative assistant for help with this.

3. Will your event need food service?

- Simply Catering, Jeanine Hoeft, Owner JHoeft@bluecc.edu or SimplyCatering123@yahoo.com 541-278-5946 or 541-969-7871
- Notify Jeanine at least 2 weeks prior to the event.
- Simply Catering has “right of first refusal” on all catering at the college. Please honor this fact and include her in your meal planning.
- Will there be alcoholic beverages served at the event? If yes, contact Shannon Franklin 541-278-5951, SFranklin@bluecc.edu

NOTE: When using the BMCC Kitchen:

- ✓ Contact BMCC Business Office for kitchen reservations at least 2 weeks prior to the event. 541-278-5154 Clnsko@bluecc.edu
- ✓ Those working in the kitchen need a current Food Handlers card. Copies of these cards should be submitted to the facilitator of the event and available for inspection throughout the event.
- ✓ Kitchen must be left clean with all kitchen property returned to where it was found. Facilitator of the event is responsible for ensuring this.

4. Maintenance Communication

- Submit at least 2 weeks prior to event
- Initiate this communication by opening a Help Desk ticket to Maintenance

Things to include:

1. Name of event
2. Date & Time and Location of event
3. When you need the space set up and torn down.
4. What you need from Maintenance-
 - a) Tables & chairs?
 - b) Extension cords?
 - c) Extra garbage cans?
 - d) Additional janitor or maintenance personnel for set up and/or clean up?
 - e) Doors unlocked and heating/air turned on (weekends and evenings)
 - f) Will you require an access key/key card?
 - g) Other special requests? (tents, floor coverings, etc.?)

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5. Will your event need a camera?
 - BMCC camera can be checked out from Shannon Franklin, Office of the President SFranklin@bluecc.edu 541-278-5951

6. Will your event need a cash box?
 - Contact Kristie Harrison in the business office. KHarrison@bluecc.edu, 541-278-5744
 - Need at least a one week notice to ensure she will have it ready.
 - A. Will you need a key to the ADA Elevators located outside Pioneer Hall? Contact Shannon Franklin, Office of the President SFranklin@bluecc.edu 541-278-5951

7. Technology Communication (Submit at least 2 weeks prior to event.)
 - a. Initiate this communication by opening a Help Desk ticket to IT
 - b. Things to include:
 1. Name of event
 2. Date & Time and Location of event
 3. What you need from IT-
 - a) Computers
 - b) PowerPoint projectors
 - c) Screens
 - d) Internet connection
 - e) WiFi Access
 - f) Sound (speakers, microphones, etc.)

Promotion – Most of the options listed below will be more effective if you submit your information at a minimum of least 2 weeks prior to the event. Large events will require additional promotional time to help make your audience aware.

1. Prepare an informational document, an ad or a flyer. Include WHO, WHAT, WHEN, WHERE, WHY, COST OF ADMISSION and EVENT CONTACT INFORMATION! Include a BMCC logo, if appropriate. (Those logo files are available on the Marketing, Promotions, Information Dissemination web page on the BMCC website in the Graphics Standards document or through Anne Livingston, BMCC Marketing) Please allow BMCC Marketing to view and approve the document before final publication for some basic components (Correct logo usage, correct contact information at the college, inclusion of EEO statement, etc.) To do this please utilize the Poster/Flyer Approval Form found here: <https://www.bluecc.edu/support-services/information/marketing-and-communications/posting-flyers-on-bmcc-campuses> Please allow at least two days prior to planned printing and distribution for this evaluation.
 - The BMCC Copy Center can be helpful in printing items for your events. Contact Deb Stahl, DStahl@bluecc.edu 541-278-5966

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2. Select the promotional options you would like to utilize.

<u>OPTION</u>	<u>FACILITATOR OF OPTION</u>
<input type="checkbox"/> BMCC Webpage	Anne Livingston
<input type="checkbox"/> BMCC Facebook and/or Twitter	Anne Livingston
<input type="checkbox"/> BMCC Campus Reader Board	Anne Livingston
<input type="checkbox"/> Pioneer Hallway television	Anne Livingston
<input type="checkbox"/> Weekly TimberTalk Newsletter	Casey White-Zollman
<input type="checkbox"/> Student and/or Staff Email	Written by Event Coordinator
<ul style="list-style-type: none">• Prior approval for student email required from VP Student Affairs (Diane Drebin, Diane.Drebin@bluecc.edu)	
<input type="checkbox"/> Flyers	Event Coordinator
<ul style="list-style-type: none">• (If you need help with these, contact Anne Livingston)	
<input type="checkbox"/> Public Service Announcement (PSA, Community News and News Releases) Written by Event Coordinator and distributed by VP Public Affairs, Casey White-Zollman CWhiteZollman@bluecc.edu	
<ul style="list-style-type: none">• Submit completed PSA to Casey White-Zollman	
<input type="checkbox"/> Radio Advertisements	Anne Livingston
<ul style="list-style-type: none">• Additional costs for this option	
<input type="checkbox"/> Local Newspaper Ads	Anne Livingston
<ul style="list-style-type: none">• Additional costs for this option	
<input type="checkbox"/> Purchase Marketing Products	Event Coordinator
<ul style="list-style-type: none">• (If you need help with these, contact Anne Livingston)	

3. Share your information with the BMCC Bookstore. Not only might the availability of logo items and snacks be attractive to your event guests but if the Coffee Cart knows that the event is happening, they may decide to prepare with additional inventory or staff to accommodate the increased traffic to the bookstore. Karl Schrader, BMCC Bookstore Manager KSchrader@bluecc.edu 541-278-5731

Important Considerations – All events sponsored by BMCC must be ADA accessible. For information about disability accommodations to be considered beyond what is described below please contact Ralph Murphy II, Dean of Student Development and Success. RMurphy@bluecc.edu 541-278-5965

BMCC's Policy Statement on Disability Access

It is the policy of Blue Mountain Community College to comply with Section 504 of the Rehabilitation Act of

1973 (as amended in the Workforce Investment Act), the Americans with Disabilities Act of 1990 (as amended) and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Compliance means that no otherwise qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any service, program or activity operated by BMCC. Each qualified person shall receive reasonable accommodation/modification needed to ensure equal access to employment, educational opportunities, programs and activities in the most appropriate, integrated setting, except when such accommodation creates undue hardship on the part of the provider.

There is a specific admin procedure addressing publication and promotion of events and activities. BMCC Administrative Procedure 07-2006-0018/Disability and Alternate Format Statements reads as follows:

“The following statement must appear somewhere on all appropriate documents available to the public in order to be in compliance with the ADA, Subpart E of Section 504 of the Rehab Act and the Civil Rights Acts.

This document is available in alternate formats by calling the BMCC Student Disability Services office at 541-278-5965.

Publications requiring this language include but are not limited to class schedule flyers, catalogs, other printed major marketing tools, and any documents concerning students’ rights and responsibilities. Departments wishing to publish documents for the public should insert this statement prior to going to print. The Student Health and Wellness Coordinator is responsible for compliance with this procedure.

In addition, the following statement must appear on all course syllabi to be in compliance with the above laws:

If you have a disability that may need accommodation or academic adjustment, please contact the Student Disability Services office at 541-278-5965.

The Office of Instruction is responsible for ensuring this statement is included on all syllabi and will ensure all instructors are aware of this need.”