

# Event Planning Process

- Any event that is not a regularly scheduled academic class needs to be reserved through the Campus Events Office in the Student Union Building.
- Please call or email to check availability of dates/times, etc. :
  - Sharon Hoffman - Phone: 769-3361 - [Sharon-Hoffman@nic.edu](mailto:Sharon-Hoffman@nic.edu)
- A tentative reservation may be made.
- A Facility Request Form will be faxed, mailed or emailed
  - Or may be printed from NIC Web Site
    - Go to [www.nic.edu](http://www.nic.edu)
    - Then click on:
      - About NIC
      - Conference & Events
      - Facility Request Form (and print off form)
- Fill out a Facility Request Form.
- Submit the Request Form to the Campus Events Office.
- Reservation will be made in EMS.
- Client file is generated
- If client has catering needs they will be referred to Dining Service
  - Eddie Nelson 666-8014
  - Janet Pedersen 769-7771
  - Using the Special Events worksheet, Dining Services will collect required information for catering (if a college sponsored event, Dining Services will record the account billing number)
  - Dining Services will work out a menu with the client
  - Catering is entered into Event Management System
  - Dining Services notifies Sharon that catering orders are complete in Event Management System
- Confirmation/Contract of reservation will be sent along with a letter, or email note
- Contract needs to be signed and returned to the Campus Events Office.
  - Contract will include final costs/details
- Prior to event, Campus Events Office will call and go over final details.
  - For larger events a face to face meeting may be scheduled
  - At times it may be necessary to make changes to the reservation.
    - For example-event room moved, etc.