

Special Events Planning

Campus Events Students who are using a major campus venue (e.g., Gaylord, Slocum Commons, Gates, etc.) for an event (lecture, concert, movie, etc.) must complete a Facilities Request Form. These are available at Worner Desk. Please include as much detail as possible. The form specifies room set-up for Facilities Services and the Audio-Visual department. The Staff Assistant at the Center or Lynnette DiRaddo at the Worner Desk can assist you in completing the form. If you need assistance with the AVS portion of the form, please contact Thos Lesser, Special Events Supervisor, at x6382. There is a space on the form to check if your event will be using Bon Appetit Food Service. If you will be using them, contact Kim Peterson at x6673 ten days prior to the event to make catering arrangements.

Your completed Facilities Request Form must be submitted to Lynnette at the Worner Desk at least 10 working days in advance of the event date. Due to limited equipment and human resources, audio-visual services cannot be guaranteed with less than 10 days notice, and Facilities Services crews may be unavailable for set-up. Always make a copy of Facilities Request Forms that you submit for your own files.

Room Reservations Contact Lynnette at the Worner Desk, or x6608, to reserve most meeting places. A list of rooms on campus and their capacities are listed in your manual.

Meal Sign-Over Procedure Kim Peterson oversees catering for Sodexho. So whether you are ordering food for events, group meals, or overnight/block break trips, Kim is the woman to talk to. Forms and menus are available online, at the Center, and directly from Sodexho. Turn in original forms to Kim at her office on the side of Ticknor—*not the Gold Card Office*. All names and signatures must be on the required forms. Sodexho will not accept an incomplete or unofficial form. You must submit completed forms at least one week (7 days) before the program/event. Make a copy of forms for your files.

The folks with Bon Appetit and the Gold Card Office are absolutely wonderful in working with our groups, so please help them out by following the above guidelines.

Publicity

Banners in Worner Center Banners may be posted on the center railings of Worner Center but must meet the following criteria:

Banners should not to exceed 3 feet by 6 feet.

Materials for making and hanging banners are available at the Worner Desk. Banners may only be made in the designated areas on the second floor of Worner.

Banners may only be attached to the top of the railings with masking tape, not scotch or duct tape.

Banners posted anywhere in Worner other than the central railings will be removed.

Day and date of the event must be clearly listed on all posters and banners. Banners and posters not meeting these criteria may be removed.

Bulletin Boards in Worner Center Bulletin boards located in Worner have been designed for particular types of information. Some bulletin spaces have been assigned to specific groups or departments, which are responsible for posting their own materials. The Worner Desk staff must approve all flyers and posters before they can be posted. All unauthorized or inappropriate postings anywhere will be removed. Only three flyers will be approved per event.

Campus Event Calendar

Each block, Campus Activities releases a Calendar of events for that block. Submit your event online at http://www.coloradocollege.edu/news_events/calendar/create.asp

Website and The Difference

The Center for Service and Learning maintains a web page within the CC homepage at <http://www.coloradocollege.edu/students/serviceandlearning/>. All organizations are profiled on the web page, and the page is also used for publicity and communications. We welcome more photos of each group in action, so bring them on in! If you would like to create or edit a page for you group, please meet with Elizabeth at the Center.

The Center for Service and Learning also has a newsletter, *The Difference*, that can be used for announcements and other publicity as well as getting the word out about great organizations and opportunities. *The Difference* is an electronic newsletter that goes out to students, staff, faculty, supporters, and others in the CC and Colorado Springs community. For questions or to get your information or organization into the newsletter, contact the editor at the Center. Campus News

The Cipher is an independent, student-run alternative newspaper.

• The Catalyst is Colorado College's official student newspaper. There are three forms of publicity in the Catalyst:

- An article written by a reporter or a writer of your choice (no charge).
- An announcement, found on the back page of the paper (no charge).
- An advertisement—contact the Catalyst's office at x6675 for rates.

College Relations also produces a newspaper, called *Access*, that it sends to all faculty and staff the first of each month. Contact College Relations at x6603 for more information.

KRCC Radio Station KRCC-FM is available to promote your campus events through the use of the radio station that broadcasts throughout southern Colorado. We do request that your announcements be for public events that aren't limited to a campus audience. To place your announcements on KRCC-FM, your group should follow these steps:

All KRCC Center for Service event announcements must be pre-approved by a Center staff member.

KRCC must receive the information at least two weeks prior to the event.

The "press release" should be typed, or clearly printed.

The admission charge should be clearly stated (or free should be stated).

Benefits should clearly be described as such and the cause or group benefiting should be stated as well.

- Send the announcement to the attention of the KRCC Program Director or e-mail to KRCC@ColoradoCollege.edu . Call to make sure it was received.

Off-Campus Publicity If you desire off-campus publicity for your event, complete a One-Fell-Swoop Media Notification supplement, available at the Worner Desk. When you return the completed form to the desk (by appropriate deadlines), a copy will be sent to College Relations and the event will be publicized. The One-Fell-Swoop information sheet will go to the weekly calendar, *This Week at CC*.

The Poster Press Posters are designed and printed at a reasonable price by students at the Press at Colorado College. Call x6376 for more information.