

CONSIDERATIONS PRIOR TO SUBMITTING A FACILITIES REQUEST:

- Define purpose of event
- Determine # of participants
- Consider budget
- Date
- Time
- Optimum seating:
 - Theater
 - Banquet
 - Classroom
 - Other
- Will food or beverages be served? (Note: unavailable in computer labs)
- Will this event require AV resources:
 - Presenter's computer
 - Internet access
 - Microsoft Office
 - Portable sound
 - Microphone/Sound
 - Projector/Screen
 - Speaker
 - VCR/DVD
 - Other
- Will this event require IT resources:
 - Wireless access
 - Software installation
 - Computer lab (half day)
 - Computer lab (full day)
- Review GHC policies and guidelines
- Select GHC venue
- Select GHC facility

SECURING A FACILITY:

- Complete facility request email and submit to campus dean
- Wait for campus dean's verification of availability and approval (approx. 5-7 days)
- Upon approval, additional information needed:
 - Liability insurance
 - Named event assistant and contact info
 - Emergency contact info (not attending event)
 - Sign up with Code Red for emergency notification
 - Secure catering contract (if applicable)
- Wait for campus dean's preparation of Reservation and License Agreement (3-5 days)
- Take Reservation to GHC business office to make payment and secure facility

- Visit campus dean to deliver payment receipt and sign Agreement (MINIMUM 2 WEEKS PRIOR TO EVENT)
- Inform participants of event location and details
- Inform participants of GHC policies
- Schedule walk-through of facility