

# Quick View Process for Event Types

## Internal – CCC Initiates, Plans & Determines Content of Event

Requester	Events and Conference Services (ECS)
<ul style="list-style-type: none"> <li>• Enter request into 25Live including any unlocks, media or setup needs</li> <li>• ALL media, College Safety and Campus Services requests relating to events should go through 25Live, not an FWO or email to the above departments or individuals</li> </ul>	<ul style="list-style-type: none"> <li>• ECS will create workflow to Campus Services, IT and College Safety, if needed</li> </ul>

## Sponsored – Outside Entity (OE) Initiates, Plans & Determines Content of Event

Outside Entity (OE)	Sponsoring Department	Events and Conference Services
<ul style="list-style-type: none"> <li>• Reaches out to sponsoring department asking for sponsorship</li> <li>• Works with sponsoring department with planning and requests</li> <li>• Signs Facility Use Agreement which will include custodial fee based on setup needs (if any) and custodial supplies (See custodial fee schedule below). Agreement includes requirement for liability insurance in the amount of \$1 million with CCC named as additional insured for the date(s) of the event</li> </ul>	<ul style="list-style-type: none"> <li>• Fill out Sponsorship Approval Form and send to Dean, Exec. Director or VP for signature</li> <li>• Enter request into 25Live making sure to note “SPONSORED EVENT” in the notes, or “Categories” section in 25Live</li> <li>• Send signed approval form to ECS at least <b>21 days</b> (3 weeks) prior to event</li> <li>• Must have CCC representative from sponsoring department available for entirety of event</li> <li>• Inform OE the facility rental fees are waived, but they are responsible for the custodial fee AND must provide proof of liability insurance in the amount of \$1 million with CCC named as additional insured, or listed as certificate holder for the date(s) of the event</li> </ul>	<ul style="list-style-type: none"> <li>• ECS will reach out to OE with a Facility Use Agreement with information based on the Sponsored Approval Form</li> <li>• ECS will work with sponsoring department to gather information needed for event such as media, setup, etc.</li> <li>• ECS will receive signed Facility Use Agreement and Proof of Liability Insurance and send to VP for signature</li> <li>• ECS will invoice OE, receive payments and deposit to custodial account</li> </ul>

## Hosted – CCC Dept. Initiates & Determines Most or All Content.

### Planning & Involvement May Include Both CCC and Outside Entity (OE)

Outside Entity (OE)	Host	Events and Conference Services
<ul style="list-style-type: none"> <li>• OE may be involved with/participate in organizing with host and/or ECS for special requests relating to organization of event</li> </ul>	<ul style="list-style-type: none"> <li>• Fill out Event Hosting Approval Form and present to Exec. Team for approval. Contact Executive to the President to be on agenda</li> <li>• Send signed approval form to ECS at least <b>30 days</b> (1 month) prior to event</li> </ul>	<ul style="list-style-type: none"> <li>• Will enter event into 25Live when requiring multiple spaces, resources</li> <li>• Will attend planning meetings</li> </ul>

## External – Outside Entity (OE) Initiates, Plans and Determines Content of Event

<i>Requester</i>	<i>Events and Conference Services (ECS)</i>
<ul style="list-style-type: none"><li>• Works with ECS on specific needs for event such as setup, media, special requests, etc.</li><li>• Will fill out Reservation Request Form which will be used to create Facility Use Agreement</li><li>• Will sign and return Facility Use Agreement</li><li>• Will provide proof of liability insurance</li><li>• Pays all relevant fees</li></ul>	<ul style="list-style-type: none"><li>• Will enter event into 25Live and create workflow for Campus Services, IT and College Safety, if needed</li><li>• Will send Facility Use Agreement and request proof of liability insurance</li><li>• Will invoice requestor as per the current Fee Schedules</li><li>• Will collect payment and deposit to appropriate account(s)</li></ul>