

## San Jacinto College Meeting / Event Planning Checklist

**Reserve / Request Meeting / Event Space**

Most spaces on San Jacinto College campuses are used primarily for instruction, and instructional purposes receive first priority for event / meeting / classroom space. Review the Facility Rental Fee information to select the space most appropriate for your event and then complete the [Room Request form](#). Requests should be made at least 48 hours in advance of the requested date and time.

**Catering**

San Jacinto College does not have on-site catering services. Visit the [San Jacinto College catering website](#) for information on suggested caterers. Caterers will be required to provide the College a copy of their commercial general liability insurance and must follow the catering rules set forth in the Facility Rental Agreement.

Requests to serve alcohol on any San Jacinto College property are reviewed on a case-by-case basis, and must be approved in advance of your event. To request to serve alcohol:

- Notify your campus event coordinator of your request and provide contact information for your event caterer.
- Your request will be forwarded for review.
- If approved, you will be sent a letter of approval, which should be shared with your caterer.

**Submit A/V Request**

The San Jacinto College Information Technology Services (ITS) department supports most campus facilities. Should you have a need for A/V support, internal clients should complete an [IT Media Request Form](#). External clients should work with their respective Campus Event Coordinator to secure IT resources and personnel. A coordination and planning meeting with IT staff is recommended at least one week prior to the event to review the request and equipment needed. IT staff availability is limited and requests for on-site support will be considered on a case-by-case basis. Rates do apply for equipment and personnel.

**Submit a Maintenance Event Support Form**

Most spaces will require equipment such as tables, chairs, trash cans, etc., and will require additional time for set-up and tear down. San Jacinto College has a limited supply of these items for use / rent. The Maintenance Event Support Form allows you to request equipment for use / rent (availability is not guaranteed) and to arrange for Maintenance and Custodial services to make sure your space is set up and cleaned following your event. Rates do apply for some equipment and personnel.

**Arrange to have doors unlocked**

Completing the Maintenance Event Support Form will notify the necessary people as to when exterior and interior doors should be unlocked.

**Confirm Parking Location(s) for Event Guests**

Parking arrangements for your guests should have been determined at the time of your event reservation. If you are expecting a large number of guests, you may need to provide a parking attendant to manage the traffic flow. If necessary, the Campus Event Coordinator or a Police Department representative may contact you with additional information or instructions.

## Event Checklist

**Arrange for a Police Officer(s) to be on Site**

If you are expecting more than 100 people, or are serving alcohol at your event, you will be required to hire a San Jacinto College Police Officer to attend your event. The fee is listed on the Facility Rental Fee information website. Please [contact the San Jacinto College Police Department](#) to make arrangements.

**Campus Carry Exclusion**

If your event is covered under the exclusion zones defined in [San Jacinto College Policy III.3000.A, Campus Carry](#), your Campus Event Coordinator will request for signage to be made and placed outside of your event on your behalf. San Jacinto College employees should log in to SOS and make this request for your event.

**Submit Safety Plan**

If you are expecting more than 100 people, you will need to work with the [Office of Emergency Management](#) to develop a safety plan. The plan should clearly identify entry / exit areas that are clear and accessible for staff and expected attendees. In addition, thoroughfares should be well defined and clearly marked.

**Rentals**

For larger events or events requiring specialty items and set-up, an external vendor should be hired.