

October 10, 2007

Dear Lancers:

The Office of Conferences and Events is here to assist you in all of your event needs. In order to achieve the greatest level of success for your event please follow these basic guidelines:

- 1) **Contact our office first.** Include us in the very planning stages of your event. We can tell you if certain facilities are available for the event. We can tell you if we have the proper equipment for the event or what costs may be involved in rental of equipment. If the event includes classroom facilities during the school year we cannot guarantee any one particular room due to the scheduling needs of the Registrar. Your room may be moved because the needs of the students are the priority.
- 2) **Allow for enough time to plan the event.** Major events take a great deal of time to pull off successfully. Anything being held outside or using multiple facilities, staffing, and equipment should be planned at least two months in advance. If you intend to hold the event in September or October of the following school year and you do not plan on being here during the summer then you should start planning the event in the spring semester.
- 3) Here is a list of things to consider in planning when you meet with our office
 - A) Will the facility be large enough for the event?
 - B) Will the event require stage, sound, lighting, screens, projectors, and computers?
 - C) Will the event need tables, chairs, and e-z ups?
 - D) What kind of publicity do I need for the event? (posters, flyers, banners, signs for tables, other materials) Check with Marketing for continuity.
 - E) Will food be a part of the event? Contact Provider Foodservice.
 - F) What about cleanup after the event? Facilities/ Paradise Services. Will you need extra trash cans at the event?
 - G) What about restrooms during the event being cleaned and stocked? Facilities/ Paradise Services. Would you need portable toilets?
 - H) What about security for the event? Contact Campus Security.
 - I) Will the event require a large amount of parking?

This is just a small list of basic activities to address in making each event successful. In our office we need to know from the very beginning of the planning stage what kind of event you are planning and to what extent we need to allocate our resources. Our campus is growing exponentially and along with that we are seeing a large increase in both the number and complexity involved with each event. We cannot be successful without your help in keeping us informed and involved from the very beginning. Our office will help you create a timeline to properly keep the event on track and bring it to a successful conclusion. We will be developing other tools in the near future to take our event planning to the highest level possible. We look forward to working with you. Any questions do not hesitate to call our office or send me an e-mail

Blessings,
Earl



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