

# Event Planning “Quick Start” Guide

Facilities at Sacramento City College are made available for use by faculty, staff and students for College-related internal functions and events. The Facilities Use / Event planning process is as follows:

1. Request the facility from the appropriate source
2. Request media support if needed
3. Request [Facilities Materials / Custodial Support](#), if needed
4. Turn in all necessary forms to the appropriate departments no later than two weeks prior to the event.

The Q&A below provides contact information for the three types of requests described above. See side menu for links to forms, other specialized facilities, and information on Los Rios Facility Use Policies and Regulations.

## 1. Who do I call to reserve a facility?

### Facilities

#### Contact

Vicki Byers - X2525

Amy Virdure - X2304

#### Spaces Scheduled by Facilities

Classrooms

RHN258

City Café 1

City Café 2

LRC105

SOG119

Quad

### Student Leadership and Development

#### Contact

Chris Torres -- X2382

#### Spaces Scheduled by Student Leadership and Development

Cultural Awareness Center

Student Center - West Hall

Veterans Resource Center

### Division Offices

#### Contact

Division Administrative Assistant

#### Spaces Scheduled by Division Offices

Labs

Division Conference Rooms

## 2. What forms do I need to fill out to reserve spaces?

- To reserve spaces listed under **Facilities**, use the:  
[Facilities Use Request Form](#)
- For spaces listed under **Student Leadership and Development**, use the:  
[Student Center / CAC Reservation Request Form](#)
  - § If Media Support is needed, complete the:  
[Media Services Event Support Form](#)
- For spaces listed under **Division Offices**: No forms are needed, contact the Division Administrative Assistant

## 3. How do I get the media equipment/set-up I need?

- For audio systems, screen set-up, more elaborate media needs or tutorials for permanently installed equipment, fill out Media Services Event Support Form and/or contact Media Services
- For use of media equipment for which you do not need staff support, including digital projectors, laptops, and other portable AV equipment, you may check out this equipment from Instructional Media, x2671. Staff ID required.

## 4. When do I need to submit the forms?

All forms must be signed by LRCCD employees

- Most forms should be received two weeks in advance of event date;  
Contact Media Services
- Cancellations should be made as soon as possible
- Academic year scheduling for recurring meetings or events is available for: RHN258, LRC105, SOG119, City Café 1/2 and the Quad