

# Requesting a New Event



## Overview

This page walks you through requesting an event on HCC's Public Event Site:

[HCC Public Event Site \(Click Here\)](#)

## How to navigate to the form:

1. Navigate to "Create an Event" on the bottom right corner of the page.
2. Select the Event Type "**External Event - Outside Organizations**" from the dropdown.

The screenshot shows the HCC Public Event Site interface. At the top is a green navigation bar with the HCC logo, links for 'Featured Events', 'Today's Events', and 'Upcoming Events', and a search bar. Below the navigation bar, the main content area is light blue. On the left, there's a section titled 'Today's events:' with two event icons. In the center, there's a large green text box that says 'No events today'. On the right, there's a calendar for March 2024. Below the calendar, there's a 'FILTERING' section with two dropdown menus: 'Filter by Event Type' and 'Filter by Organization'. At the bottom right, there's a 'REQUEST AN EVENT' section with a dropdown menu labeled 'Select event type'. An arrow points to this dropdown menu with the text 'Select External Event (Outside Organizations)'.

Today's events:

**No events today**

**March 2024**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**FILTERING**

Filter by Event Type  
Select event type

Filter by Organization  
Select organization

**REQUEST AN EVENT**  
Select an event type to request a new event.  
Select event type

Select External Event (Outside Organizations)

## How to request a new event: External Organization Space Request

All Fields marked with \* are required.

Request A New Event: External Organization Space Request

**REQUESTER INFO**

Email Address \* 1

Type your email address

**EVENT INFO**

Organization \* 2

Please enter the name of your organization or company.

Please select "New Organization" if not listed.

If "New Organization" please type the name of your organization.

Type of Organization \* 3

Non-Profit

Set Organization

Event Name \* 3

Please be specific when entering the name of your event. For example, ABC Company Growth Mindset Workshop.

This name will display on all reports and public directory listings exactly as you enter it here.

Test Event

Event Description

This description will appear on the College Calendar of Events and should be used, if needed. For example, "This event is open to the public."

Set Description 4

Featured Event 5

A featured event appears on the HCC Calendar of Events.

☐ Yes ☒ No

1. Requestor Info - Enter the event requestor's email address
2. Event Info: Select the name of the organization from the drop down menu
  - a. If the organization is not listed, please type the name of the organization and select the type of organization from the drop down menu either profit or non-profit.
  - b. Under Select Organization, if a New Organization, please select New Organization.
3. Enter the event name - This name will display on the public event site
4. Event Description - Enter as much detailed information about the event as you can, and indicate if the event will be open to the public

5. Featured Event - If you would like the event to appear on HCC's calendar of events for up to seven days preceding the event. Select Yes/No.

Set up and breakdown time **6**

Will you require time prior to the event / time after the event to break down? If yes, please indicate how much time is needed in the NOTES section

☒ Yes ☐ No

Expected Head Count \* **7**

20

FOOD SERVICE

Aramark has exclusive catering rights. **8** [Click here if you need to select food service, please do so on the Aramark website.](#)

Notes **9**

If you are requiring a specific room set-up, i.e., auditorium/theater classroom, rounds, expo, - please list here.

Set Notes

If you are planning on using the combined conference room KC 301/303, please select yes to have the divider wall removed.

Please note that both KC 301 and KC 303 must be requested for use of the entire space (i.e., PeoplesBank Room)

☐ Yes ☒ No **10**

6. Set Up and breakdown time (Yes/No) (If yes, please indicate how much time is needed in the NOTES section)
7. Expected Head Count
- a. If 100 attendees or more a Public Safety Officer will be assigned to your event at a charge of \$75 an hour.
8. Food Service (No response required - link to Aramark's catering site)
9. Notes: Please indicate if any set up or breakdown time is needed, please provide specific room set up, i.e. auditorium, rounds, or expo style.
10. If using the combined conference room in Kittredge (KC 301/303) please click yes, for the divider wall to be removed. To use both rooms, each room must be requested separately using the add meeting button below.

**MEETINGS & LOCATIONS \***

Start Date \* 11

Start Time \* 12

End Date \* 13

End Time \* 14

All Day 15  
☐ Yes ☐ No

Room \* 16

Repeat 17

Resources 18

11. Start Date - List the Date of Your Event

12. Start Time - List the start time of your event. If you need start up time please indicate that in the notes section.

13. End Date - If the event is only one day, list the same date as your start date, or if more than one day, list the last day of your event.

14. End Time - List the End time of your event. If you need breakdown time please indicate that in the notes section.

15. If the event is all day - Indicate by marking Yes/No - An all day event is from the hours of 8am -8pm.

16. Room - Click on Select Room, then click on select available rooms (List of all available rooms will populate)

17. Repeat - This is used when you are having the same event on a recurring basis

18. Resources - This is used to add resources to the event (Internal HCC Use only)