

Requesting a New Event



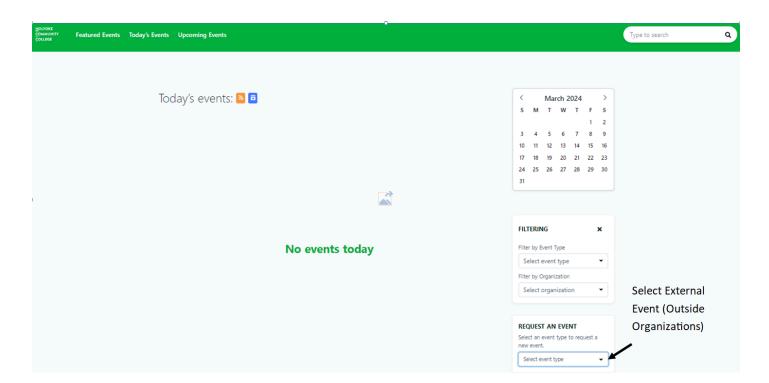
Overview

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

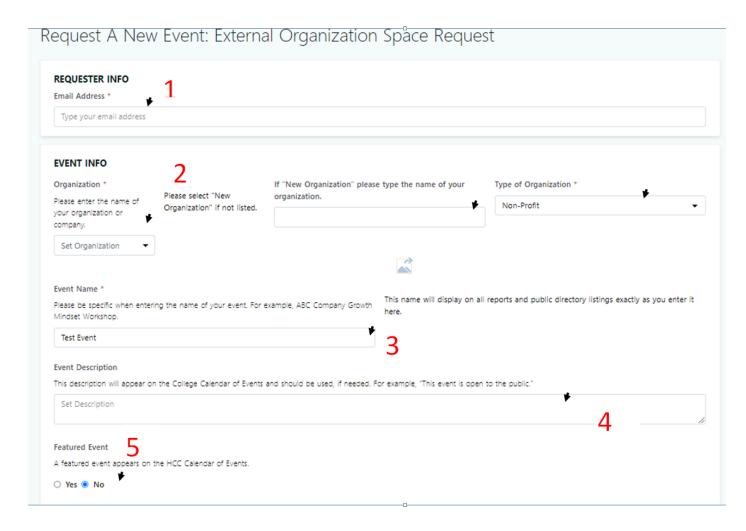
HCC Public Event Site (Click Here)

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.

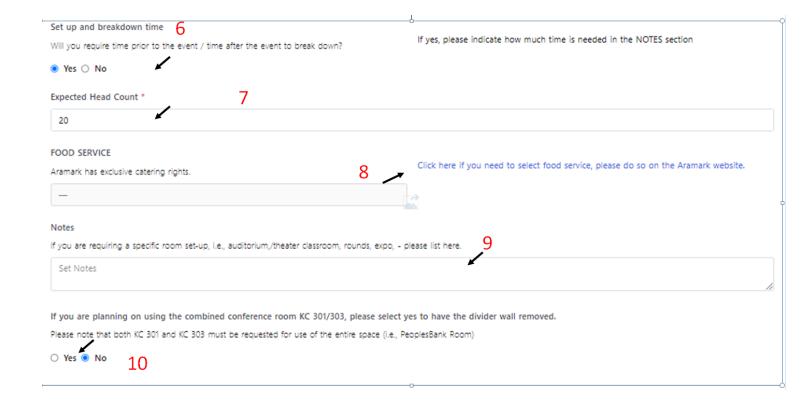


How to request a new event: External Organization Space Request All Fields marked with * are required.

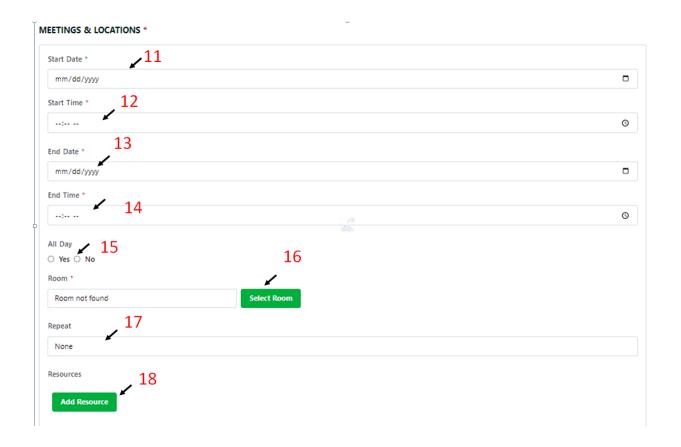


- 1. Requestor Info Enter the event requestor's email address
- 2. Event Info: Select the name of the organization from the drop down menu
 - a. If the organization is not listed, please type the name of the organization and select the type of organization from the drop down menu either profit or non-profit.
 - 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.



- 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.



- 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)