

# 5 Steps to Event Planning at Los Angeles Southwest College

## Step 1: Planning

- To avoid conflicting times, check the **Facilities Use Calendar** located on the homepage of the website (bottom left) at [www.lasc.edu](http://www.lasc.edu)
- If you are unsure of your event date, email Ivey Baquir Streator at [baquiria@lasc.edu](mailto:baquiria@lasc.edu) or Chauncine Stewart at [stewarc@lasc.edu](mailto:stewarc@lasc.edu) with a tentative date
- ASO Clubs must consult with the ASO Board and/or the ASO Advisor Dr. Ralph Davis ([davisrw@lasc.edu](mailto:davisrw@lasc.edu)) for event consideration

## Step 2: Complete the Facilities Use Form

- Complete a [Facilities Use Request Form](#) within 15 to 30 days of your event. Make sure your Dean's/supervisor's signature is included.
- Email your form to [LASCfacilitiesrequest@lasc.edu](mailto:LASCfacilitiesrequest@lasc.edu)
- **Your Dean's/Supervisor's signature does not ensure that your event is approved**
- Events are reviewed by the Facilities Use Committee
- **VP Dan Hall approves all campus events**
- The Committee meets on Wednesdays at 9:00 a.m. in COX Annex 134
- You can attend the meeting and request the committee review and approve your item by calling Ivey Baquir Streator or Chauncine Stewart at 323-241-5273.

## Step 3: Wait for Facilities Approval

You will receive an email confirmation or a call from Blanchie Hollier letting you know that your event has been approved. If facilities has not confirmed your event – then your event is not approved.

## Step 4: Marketing Materials

- Begin developing your marketing materials
- Submit materials to PIO Ben Demers in Word, Publisher, or a format that can be edited for revisions (InDesign, Photoshop, Fireworks, etc.)
- All materials must include:
  1. Details that answer the “**5 W's and H**” (Who, What, When, Where, Why and How?)
  2. Contact information: Point of contact, email, website address (if appropriate) and phone
  3. Campus logo (request from Ben Demers: [demersbk@lasc.edu](mailto:demersbk@lasc.edu))

**\*\*Event materials/flyers must be reviewed and approved before being distributed campus-wide or externally. This includes materials with outside partnerships\*\***

## Step 5: Promotion

- Attach your flyer/materials as well as proposed message to campus and email all of it to Ben Demers for review
- ***Events without a Dean's/Supervisor's approval will not be approved nor publicized.*** Your Dean/Supervisor may certify via email that they approve your event.