



**Mississippi
College**
A CHRISTIAN UNIVERSITY

University Campus and Public Events Checklist

Date of Event: _____ Time: (Start) _____ (End) _____

Name of Event: _____

Location of Event: _____

Contact Person: _____ Telephone No. _____

Visit the Event Services Webpage <http://www.mc.edu/event-services/>. Reservations and Submissions should be made no later than **2 weeks prior** to event.

- Reserved Room/Facilities (Including Academic Bldgs, Lobbies and Athletic Complex)
- Event Emergency Preparedness Plan- Know your Venue & Evacuation plan
- Campus Dining/Catering Needs
- Event Vendors- Banquet Flowers, Outdoor Tents, Production Companies, Event Food Trucks- Confirm times with Event Services
- Physical Plant Set Ups including Tables, Chairs, Staging and Trash cans
- Sound System/Video Projection Needs
- Entertainment Groups/Set up Needs
- Security/Parking Needs
- MC Web Calendar Submission
- Marquee Sign Submission
- Caf TV's and Promo Tables
- Public Relations- Promoting event contact Office of Public Relations
- Special Request/Needs _____

For questions, Contact the Office of Event Services, PO Box 4077, Clinton, MS 39058.

Laura Ann Hoffman, Director of Event Services

Ext. 7604/Email: Lhoffman@mc.edu