


HOW TO PLAN A SUCCESSFUL EVENT



The Office of Event Services wants to ensure that event planning is a priority. Please visit the Event Services webpage to find more information on how to make your events successful.

<http://www.mc.edu/event-services/>

Communication is key to every successful event!

RESERVING A LOCATION

- There are many venues on campus
- Visit the following link to reserve a location for a venue that requires advanced reservation
[\(http://www.mc.edu/event-services/reservation-forms/\)](http://www.mc.edu/event-services/reservation-forms/)
- Locations not on this list such as, Academic Buildings and the Athletic Complex, can be reserved through the appropriate building manager

EVENT EMERGENCY PREPAREDNESS PLAN

A major component to ensure everyone has the best experience possible @ MC is for you to be familiar with our facilities and mindful of the Event Emergency Preparedness Plan.

(www.mc.edu/event-services/emergency-preparedness/)

As you confirm event reservations, contact the Office of Public Safety (www.mc.edu/offices/safety/) or Office of Event Services (www.mc.edu/event-services/) emergency preparation and evacuation plan.

CAMPUS DINING

- Mississippi College has an exclusive contract with Campus Dining for all food services in BC Rogers, 2nd Floor Conference space
- Contact Campus Dining for Menus & Pricing
- All Linens are rented through Campus Dining


EVENT VENDORS

A faint, dark blue-tinted image of a clock tower, likely the University of Michigan's clock tower, serves as the background for the slide. The tower features a large dome and two visible clock faces with Roman numerals.

- Communicate times with Event Services for Event Vendors related to Deliveries/Pick Ups, Banquet Flowers, Tents, Event Food Trucks
- If Parking/Loading zone spaces are needed confirm with Public Safety

(<http://www.mc.edu/event-services/parking-reservation-request/>)

PHYSICAL PLANT AND AUDIO VISUAL

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- To help eliminate STRESS in the planning process...Think through every possible need you may have, such as:
 - Tables, Chairs and Trash Cans
 - Sound Systems, Projection Capabilities, and Electrical Cords
 - Staging, Platforms, and Generators
 - All reservations for venues and set up needs must be made 2 weeks prior to the event

ENTERTAINMENT GROUPS

- Please communicate if your event has entertainment. Production contracts, authorized electricians, and noise levels should all be approved as part of scheduling protocol.



SECURITY/PARKING NEEDS

- Contact the Office of Public Safety for additional security needs, such as guest speakers, dignitaries, special needs, or meet and greet options. (security@mc.edu)
- Parking reservations may be submitted online (<http://www.mc.edu/event-services/parking-reservation-request>)

MC WEB CALENDAR

The background of the slide features a faded, blue-tinted image of a large clock tower with a prominent dome, likely a university building. The tower has multiple clock faces and a tall spire with a weather vane on top.

- Is your event posted to the MC Web Calendar?
- As part of communicating across campus and our community, MC Web Calendar submissions are important and can be submitted on the Events Services webpage:
(<http://www.mc.edu/event-services/submit-eve/>)

MARQUEE SIGN AND CAFE TV'S

- Did you know that you can advertise your events on campus?
- Submit your information for the Marquee (<http://www.mc.edu/event-services/marquee/>)
- Submit Announcements for the Cafe TV's to our AV department (audiovisual@mc.edu)

PUBLICITY

A faint, blue-tinted background image of a clock tower dome, likely from a university building, is visible on the left side of the slide.

- For Publicity on the MC website, Press Conferences or Ribbon Cuttings, Contact the Office of Public Relations (pr@mc.edu)
- To reserve the location and set up needs contact the Office of Event Services

FINAL REMINDERS

While every event is special, please make us aware of unique circumstances to consider. Please take the time to think of others and their needs. Mississippi College wants to meet those needs and exceed expectations.

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