1. **When is the Event and Reservation Form required?** Due to the growth of the campus, the form is required for all events and most reservations in order to ensure requests are processed accurately, resources are available, and the event runs as smoothly as possible. Late and/or critical reservations will be handled on a case by case basis. Completed forms, or questions about the form, can be sent to Taj George at tkrumhol@sdccd.edu.

2. **Does my Dean/Supervisor need to physically sign the form?** Your Dean does not have to physically sign the form – they can either type their name in the “Dean or Manager Approval” box to indicate approval, or send an email to Taj. **Note:** If you are requesting a room to host a ‘regular’ meeting, Dean/Supervisor approval is typically not required. Please contact Taj George with any questions regarding this.

3. **How soon do you need the form?** We need the form, even for room reservations, ideally three weeks before the event. The form must be turned in no later than two weeks beforehand. For larger events, or situations that may involve multiple rooms or irregular hours, please plan accordingly and allow sufficient time for processing to ensure the resources will be available. Late requests are handled on a case by case basis, however this poses the risk that certain resources may not be available.

4. **How do I know if my event is a Major Event and may require extended review?** An event is a major event and requires additional review if it meets any one of the following:
   a. You expect more than 50 people.
   b. The event or meeting is intended to include the public or the public is invited to attend.
   c. Your event falls on a weekend.
   d. The President or VIP is invited to speak – if you are uncertain who is a VIP, please contact Lina Heil in the Communications Office at x2759.

5. **Can I start advertising my event on the calendar or other areas before it’s approved if I know the space is reserved?** No. Please do not advertise your event anywhere until it’s approved or you have expressed permission. This is especially true for Major Events.

6. **I don’t have an exact day or time yet for my event - can I block a room for a week or several days until I can narrow it down?** Unfortunately no. While exceptions to this certainly exist, the campus can no longer support blocking rooms all day or for an extended period of time due to the number of requests being submitted. We will certainly work with you to assist in the scheduling of your event, but we ask that the request is sent with the date and time mostly finalized.

7. **Do I need this form even for general meetings?** Yes - the number of requests impacting the campus has increased. The most common exception to this are committee meetings in a conference room the department owns, provided no facilities, parking, or any other area is impacted. Impacts to the campus include visitors or invited guests.

8. **What constitutes a ‘Pre-Approved’ Coordinator?** Pre-approved coordinator(s) are individuals or groups, designated by the campus, who host larger events expected by Mesa Campus, and have an effective process already in place. They must still submit an event form. While these Coordinators are expected to submit and coordinate all requests for their event, the VPA Office
5. There’s not enough room to list everything in the description box, or any of the other boxes. What am I supposed to do? The intent of the description box is to capture the audience, intent of the event, desired outcome, or any information not called out on this form. However, supporting documents are welcomed and encouraged. If you have information in the other areas that may not fit in the space, such as multiple rooms, or multiple vendors, attachments for these are also encouraged. The campus is also in the process of developing an online form to make the process more comprehensive and streamlined.

10. Why do I need to put in my vendor quote and/or number and budget amount? Any vendor service now requires entry in the new PeopleSoft system, which requires a vendor to be both active and to send a quote. These spaces are intended to make sure those steps are at the very least, in process, and to make sure the Business Office is aware what the REQ is for if there are any questions.

11. What is an Event Number? The event number is generated by the VPA office and assists in the tracking of events and ensures an event has been vetted. This number is critical in work orders, calendar requests, and other activities related to an event. If you did not receive your Event Number one week after you submitted your document, contact Taj George.

12. I reviewed the workflow document, but could you give a snapshot of the approval for a generic event? Before you submit your form, we encourage you to check if your preferred room/space is available by contacting Taj George at least 3 weeks before your request. Once you have confirmation, complete the form and send it to you Dean/Manager for approval. After they approve it, it will go back to Taj George for final review and approval by the VPA office. If your event is a major event, you will need to start the process at least 2 months before your event day. At this point, Major Events may undergo extended review.

13. How do I request the room to be set up a certain way, or if I need the reservation over multiple occurrences? Please put everything in as much detail as possible on the event form, or include supporting attachments. The VPA office will coordinate the set-up with Facilities and AV. However, if your request is a recurring meeting or set up and you do not have room access:
   a. The VPA office will coordinate the first work order to unlock/re-lock the door and for your requested set up.
   b. You will be provided instructions on how to gain access to the Facility Work Order System to place the remaining work orders. You must include your Event Number.
   c. From there, you will be responsible for placing the remaining work orders in a timely manner. If you need additional assistance, or have any issues being set up in this system, call Taj George at x2373. All set-up documents, regardless if they are recurring, need to be submitted with your event form to Taj.
   d. After you gain access, you will still need to send a form to the VPA office for any new requests.

14. Who do I contact for AV set-ups? AV is also requested through this form and coordinated by Taj George. The AV scheduling process has undergone its own change and is working closely with
the VPA office in terms of requests outside of regularly scheduled classes. AV also requires a minimum of 2 weeks’ notice, 3 weeks ideally.

15. What if I need parking for my event? Why did I not get the Lot I requested? Based on a number of impacts to the campus, the parking procedures for events, lectures, guests, and workshops has changed. Unless the event is for the direct benefit and support for the students, or is a direct fundraiser for the college, everyone will need to purchase a parking pass. The decision to grant an exemption to this for any reason is made by the Vice President of Administrative Services only. Still include the number of attendees on your form and how many spaces you think your event may require.

16. How do I request Mesa to provide refreshments? If you are requesting Mesa to provide catering or refreshments, please contact Aaron Trapp at x2560, Michael Fitzgerald at x2240, or Tonya Whitfield at x5889. You must still include this on the form and in any set-up documents as set-up and facilities support may be affected by this.

17. What if the entity requesting is a Club or is a FLEX Event? Clubs and other student groups must still follow their current process and go through Student Services. The request for a room or event must come from either the Dean’s office or the Club Advisor and must be on a form. For any questions concerning the details of student clubs or groups requesting a reservation, please contact the Student Affairs Office at x2699. Individuals hosting FLEX events must submit the Event and Reservation form to Taj George as a regular request. All FLEX forms are handled by Cathy Palestini at x2799.

18. Can I request the Theater or Gym through this form? Event forms are still needed for functions in the Theatre or Gym, however these facilities are not reserved by Taj. To inquire about availability for the theater, please contact Taj and she will forward the request to the appropriate person.