



CHECKLIST B: PREPARING FOR YOUR EVENT

Congratulations on receiving a grant from the Grossmont College World Arts & Cultures Committee (WACC). The following five-step checklist has been prepared to help walk you through the process of organizing and staging a WACC-sponsored event. Many parts of the process require timely observance of deadlines, protocols, and procedures for requesting campus services, so your experience will be more successful and enjoyable if you follow these steps in the order listed below.

Note: The term "presenter" used in this checklist includes artists, readers, lecturers, performers, and other contracted participants in your event. Official forms, contracts, contact information, and other resources mentioned in this checklist can be found on the official WACC website: WWW.GROSSMONT.EDU/WACC. Some forms are also available on the GC District's "Forms Depot": WWW.GCCCD.EDU/FORMSDEPOT.

STEP 1: CONTRACTS and W-9 FORMS

To make sure guest presenters are properly compensated, submit the following completed forms to the Student Affairs Office (60-204) no later than **one month prior to your event**:

- WACC Contract
- Invoice for payment

- W-9 Form, and
- Purchase Requests

Because a Tax ID number or Social Security Number is required for payment, it is strongly suggested you initiate this process even sooner—as early as two months in advance of your event, if possible.

STEP 2: PERMISSIONS AND PERMITS

Obtain the District's authorization facilities use, parking permits and food service.

A. Facilities Use Permission:

Before submitting a "Facility Use Request," it's recommended you call Instructional Operations to check for facility availability. You may obtain a form directly from the [Business Communications Services](#) Office (ext. 7152, 10-125 in the Mail Room vestibule), or you can download a fillable "Facility Use Request" form from the District [Forms Depot](#). If special setup is required, attach a diagram to the request. If your event is outdoors, include a "Rain Day" contingency plan as well. Completed forms should be submitted in person or by e-mail to [Business Communications Services](#), at least one month prior to the event. (Instructions are on the form.)

B. Food Safety Certificate

Been approved for food? Ordinarily, WACC doesn't fund food service unless it's crucial to the cultural experience of the the event. However, if you *have* been approved, you should take note that 1) [Sodexo Food Services](#) (ext. 7681) will have the right of first refusal for food service costing more than \$200, and 2) you must complete a Food Services Sanitation Class, offered throughout the semester courtesy of the Inter-Club Council. (Check with [ASGC](#), Inc. for dates, times and locations.)

C. Parking Permits

To arrange parking for contracted presenters, community guests, and off-campus participants, contact [Public Safety & Parking Services](#) about day passes (ext. 7654).

STEP 3: PROMOTION

Promote your WACC-sponsored event in advance of its scheduled date. For help creating fliers and posters, contact [Creative Services](#) (70-066, ext. 7379).

A. Promote Your Event

For help with publicity, contact the Director of College and Community Relations (ext. 7868) at least one month before the event. You'll find a helpful list of suggested distribution points for publicity and announcements to promote your WACC-sponsored event. (See "[Grants: Step 4: Promote Your Event.](#)")

B. Promote WACC

Include the Grossmont College World Arts and Cultures Committee on all media (i.e., websites, press releases, brochures, posters, flyers, and e-mail). A [Hi-Resolution WACC logo image](#) is available to download on our website.

STEP 4: ARRANGING OTHER SERVICES

Other useful campus services to make your event professional and engaging are available to you free of charge.

A. Books

You may wish to sell books or media at your event. If so, you can

1. reserve books and media through the campus bookstore (well in advance of the event), and
2. arrange for the bookstore's help to handle the sales (including credit card transactions).

Contact the [Campus Bookstore](#) no less than one month prior to event (ext. 7675).

B. Media and Tech

If your event requires audiovisual equipment, contact the [Instructional Media Center](#) (ext. 7374) at least one month prior, and again one week before the event to confirm.

C. Security and Crowd Control

If you anticipate security issues at your event, contact Law Enforcement at [Public Safety and Parking Services](#) (ext. 7800) to discuss a plan of action.

STEP 5: THAT LAST STEP'S A DUESY

The 24 hours leading up to your event can be exciting but hectic, and it's easy to overlook the last-minute details. Here's one final checklist for the homestretch to make sure all your T's are crossed and all your cliches are dotted:

CONFIRM THE SET-UP

Contact Facilities and Operations (Custodial Services, ext. 7594, 82-840) the day before the event, to make sure that your reserved space will be set up and arranged in the manner you requested. Relay any last-minute changes if parts of the setup are no longer needed.

BRING THE PAPERWORK

Should any conflict over a facilities use occur, the signatures and stamps on your copy of the approved [Facility Use Request](#) will be your protection and your insurance that the event goes off without a hitch.

BRING THE SIGN-IN SHEET

In order to receive reimbursement from WACC for food and/or beverages, an event sign-in sheet must accompany your receipt(s). A [WACC sign-in](#) sheet with our WACC logo can be downloaded from our official [WACC website](#). Make sure you announce the sign-in sheet prior to the start of your event. It's also a good idea to come with a clipboard and pen, too.

RECOGNIZE WACC

The World Arts and Cultures Committee requires its grant recipients to recognize and promote our services at their events. To help, we can provide a WACC tablecloth/banner that displays our logo; this is available for loan from the [Student Affairs Office](#) (ext. 7600, 60-204) on the day of event and should be returned upon the completion of the event.

CONDUCT THE WACC SURVEY

All grant recipients are required to ask participating event organizers, audiences, and attendees to complete a brief survey about the value of your WACC-sponsored event. In addition to testimonials and feedback, the data gathered from these surveys will help WACC to secure future grant-giving seasons to help fund more projects like yours. [WACC Surveys](#) must be completed and submitted to WACC's offices at the [Student Affairs Office](#) (ext. 7600, 60-204) within one week of the event's completion. (You may also conduct the survey immediately following the event.)