NCNM Event Planning Checklist

Contact Security: notify them of date, time and nature of your event. Confirm campus and guard availability. jross@ncnm.edu

Complete _____ Confirmed with_____

Contact Reception: for Room Reservation. If you are catering the event, make sure to check the NCNM Room Accommodations to make sure there is adequate space. ktrout@ncnm.edu

Complete _____ Confirmed with_____

Contact Facilities: notify them of date, time and nature of your event. Request any special facilities needs. dmcallister@ncnm.edu

Complete _____ Confirmed with_____

Contact Ancillary Services: for Bookstore/Medicinary hours, supply ordering for function. nsande@ncnm.edu lburch@ncnm.edu

Complete _____ Confirmed with_____

Contact AV: for audio-visual needs. sdehner@ncnm.edu

Complete _____ Confirmed with_____

Third-Party Catering

If a third party is bringing food onto campus, a form requesting Additional Insured status is sent, returned and a notification is sent to N. Sande.

Complete _____ Confirmed with_____

Alcohol Exemption

If requesting an exemption to provide alcohol, submit a completed Alcohol Exemption Form a minimum of two weeks prior to your event for approval. studentservices@ncnm.edu

Complete _____ Confirmed with_____