



## NCNM Event Planning Checklist

**Contact Security:** notify them of date, time and nature of your event. Confirm campus and guard availability.  
sbrazes@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. tmiezwa@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. mangle@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 Micaela Angle.

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 \_\_\_\_\_