

Events Management Process – Email to the Campus Community

FALL 2023

Last updated: L. McKernan – 10/18/2023

Subject: Events Management – Room Reservation & Food Order Process

To the Kingsborough Campus Community,

With the Fall 2023 semester underway, I wanted to remind everyone about the college procedures to secure a room or table on campus and post fliers. The Office of Events Management is here to help Faculty, Staff and Community groups plan a successful event.

Please visit our updated Events Management Website [here](#) for information, Food Order forms and resources.

Events Management will:

- **Assist you in reserving your meeting space.** Meeting space is limited so plan early! For large programs (125 guests or more), be sure to book at least 3-months in advance.
- **Reserve tables in the Breezeway.** Tabling events are held in the breezeways. Tabling can be used for dispersing information and to promote student clubs.
 - Tabling requests must include a brief description of what will be demonstrated.
 - *There are a limited number of tables available on any given day. Student clubs MUST request a table through STUDENT LIFE.*
- **Assist with planning meeting logistics** (room design, room setup {including the placement of tables, chairs, and staging}, audio visual support)
- **Keep Security informed** on the details of your event. This will ensure easy access to campus for your meeting participants.
- **Alert Laborers, Custodial Services, Maintenance, and HVAC** of your meeting needs.
- **Supply requested audio-visual equipment** to enhance your presentations (equipment includes an overhead projector, LCD projector with laptop computer, microphone, etc.)

Rental Space Inquiries:

For those of you who are asked about if we rent facilities on campus, the answer is yes. If you know of someone who is looking to rent space, you may direct them to [this website](#). When there, they may click on “External Event Inquiry Questions” and fill out the form. Once they submit the form, we will automatically receive the email with their request and follow up with them.

Food Services:

If you wish to order refreshments for an event on campus from the college food service, Panda House, please consult the [Events Management Webpage](#) for detailed instructions. It is suggested to initiate your food order form approximately 12 days in advance in order to determine your source of funds, obtain pricing from Panda House and obtain the required signatures on your Food Order Form. **Events Management must receive your approved Food Order Form at least 7 business days prior to event.** Feel free to call us if you wish to discuss an upcoming event or need guidance.

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Student Clubs: All requests for student club meeting or event spaces, Breezeway tables and equipment must be processed through Student Life. In order to request space for an event or tabling, complete the online Student Life Reservation Request Form from the Student Life page on the KCC website. Student Life will use that information to work with Events Management and reserve a space.

Posting Fliers on Campus:

- All fliers (and posters) must be approved and stamped by the Office of Student Life (Room C123) and posted in approved areas on campus with drafting dots **(not tape)**.
- Unstamped materials and material posted with tape, will be removed by Public Safety and/or The Office of Student Life. Need drafting dots? Visit C123.
- **Approved posting areas on campus include:**
 - Columns in the cafeteria and throughout the campus, **excluding** the wrapped (white) columns in the Bookstore Breezeway and Cluster Breezeway
 - Office of Student Life bulletin board outside Room C123
 - Library Breezeway bulletin boards
- Fliers and posters are **not** to be posted on walls (if so, they will be removed)
- No posting on office/department bulletin boards, doors or tables, without the consent of said office/department

You may reach the Office of Events Management at:

Email: Events.Management@kbcc.cuny.edu

Phone: 718-368-6828