



## NCNM Event Planning Checklist

**Contact Security:** notify them of date, time and nature of your event. Confirm campus and guard availability. [jross@ncnm.edu](mailto: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 (p.7) to make sure the people and food will fit. [nrana@ncnm.edu](mailto:nrana@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](mailto:dmcallister@ncnm.edu)

Complete \_\_\_\_\_ Confirmed with \_\_\_\_\_

**Contact Retail Operations** for Bookstore/Medicinary hours, supply ordering for function, to discuss Food. [nsande@ncnm.edu](mailto:nsande@ncnm.edu) [lbelmonte@ncnm.edu](mailto:lbelmonte@ncnm.edu)

Complete \_\_\_\_\_ Confirmed with \_\_\_\_\_

**Contact AV** if there are any audio-visual needs for the event. [sdehner@ncnm.edu](mailto:sdehner@ncnm.edu)

Complete \_\_\_\_\_ Confirmed with \_\_\_\_\_

### Catering

**Complete Catering Request Form** and turn in to Rose Guardino (hardcopy, email or online). A signed form is required for any event involving food.

[www.ncnm.edu/divinecafe/cateringrequest](http://www.ncnm.edu/divinecafe/cateringrequest) or [divinecafe@gmail.com](mailto:divinecafe@gmail.com).

Complete \_\_\_\_\_ Confirmed with \_\_\_\_\_

If an **insurance waiver** is required, waiver filled out and turned in to N. Sande.

Complete \_\_\_\_\_ Confirmed with \_\_\_\_\_

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

Complete \_\_\_\_\_ Confirmed with \_\_\_\_\_