



Successful Event Coordination at NCNM

There are many departments involved in your successful event at NCNM. At the very least, you need Reception, Security, Facilities and Retail Operations involved. You will likely also need Audio-Visual services.

Room Reservation

All room reservations must be booked through Tashi in reception. If you haven't booked with Tashi and received confirmation from her, the room is not yet yours.

Contact Tashi Rana: nrana@ncnm.edu

Security

You must contact Security about any event on campus. This is especially true for any event scheduled outside of academic hours. Guards must be on duty and the campus buildings and appropriate rooms unlocked. Confirm with Security BEFORE scheduling your event for any early morning, evening or weekend event.

Contact Jan Ross: jross@ncnm.edu

Facilities

Facilities must know about your event because they coordinate all the services that keep the building up and running. Janitorial services need to be scheduled and it is likely you do not want construction happening in a room next door to your event. Contacting Facilities is the only way to make these things happen.

Contact Dave McAllister: dmcallister@ncnm.edu

Retail Operations

Retail Operations handles a variety of your successful event planning needs. We need to be in the loop for all Food (no matter what it looks like). We are where you come to order supplies for your event and can also arrange for linen service, if needed.

If you are having an evening or weekend event and would like to have the Bookstore or Medicinary open extended hours, we need a request a minimum of three weeks in advance. It may not be possible, but we will try.

Contact Nora Sande: nsande@ncnm.edu for Food and Bookstore/Medicinary hours.

Contact Leah Belmonte lbelmonte@ncnm.edu for supply ordering.

Audio-Visual

If your event includes any audio-visual technology, you need to notify AV. This is a one person department and is not on call! Power point presentations? Movies? Recording of your event? Converters to make the presenter's Mac work with our system? Is your selected room even set up for what you want to accomplish? These are all unpleasant issues to attempt to unravel without AV in your corner ahead of time!

Contact: Steve Dehner sdehner@ncnm.edu