5 Steps to Event Planning at Los Angeles Southwest College

Step 1: Planning
- To avoid conflicting times, check the online calendar located on the Home page of the website (bottom left): http://www.lasc.edu/index.html
- If you are unsure of your event date, please email Blanchie Hollier with a tentative date
- ASO Clubs must consult with the ASO Board for event consideration

Step 2: Complete the Facilities Use Form
- Complete a Facilities Use Request Form within 15 to 30 days of your event. Make sure your Dean’s/supervisor’s signature is included.
  - Email your form to LASCfacilitiesrequest@lasc.edu
  - Your Dean’s signature does not ensure that your event is approved
  - Events are reviewed by the Facilities Use Committee
  - VP Ferris Trimble approves all campus events
  - The Committee meets on Wednesdays at 9:30 a.m. in SSB 216
    - You can attend the meeting and request the committee review and approve your item by contacting Blanchie Hollier at x5060

Step 3: Wait for Facilities Approval
You will receive an email confirmation or a call from Blanchie Hollier letting you know that your event has been approved. If facilities has not confirmed your event – then your event is not approved.

Step 4: Marketing Materials
- Begin developing your marketing materials
- Submit materials to Miya Walker in Word, Publisher, or a format that can be edited for revisions (InDesign, Photoshop, Fireworks, etc.)
- All materials must include:
  1. Details that answer the “5 W’s and H” (Who, What, When, Where, Why and How?)
  2. Contact information: Point of contact, email, website address (if appropriate) and phone
  3. Campus logo (request from Miya Walker: walkerma3@lasc.edu)

**Event materials/flyers must be reviewed before distributed campus-wide or externally. This includes materials with outside partnerships**

Step 5: Promotion
- Complete the Announcement Request Form (See: E-Request Forms)
- Attach your flyer/materials and email Miya Walker for review
- Your Dean may certify via email that they approve your event. Events without a Dean’s approval will not be publicized