
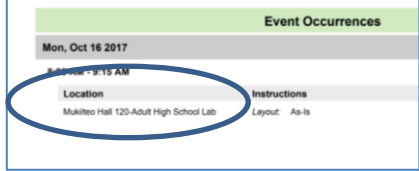


## PREPARING FOR AN EVENT

A few questions to ask yourself

HOW DO I	ANSWER	COMMENTS
- Find my reservation?	All external guests are emailed a confirmation (by attachment) of their event details. ✓ Remember to bring a copy with you to campus.	
- Know what space I'll be in?	Your confirmation should be emailed as an attachment. Under "Event Occurrence", find "Location" – see room assignment here. If no room is indicated, please inquire with your scheduler. ✓ If you did not request a specific room, your scheduler may want additional details for a best fit.	
- Know if I need set up time?	Do you need to get in the space prior to your event? Or clean up time? Request pre-event and post-event time.	Five minutes before and after can make a difference.
- Use an EdCC computer?	In order to use the technology on campus, <u>credentials need to be requested</u> . This can be done on your room scheduling request form.	Additional fees apply.
- Get WiFi access?	✓ Please check "yes" under guest logon if you need a WiFi password for your guests.	Passwords are case-sensitive.
- Get help with the media equipment in the location I've reserved?	Request a media technician when requesting space. ✓ If you need assistance with technology, please request a <u>media services technician</u> when filling out your form.	Additional fees apply.
- Know if I need someone to unlock the door?	Sometimes you'll need assistance. Most classrooms are open during regular business hours, as are most conference/ meeting rooms. The scheduling department will request unlock service if required. ✓ If your room is locked upon arrival, please call Security 24/7 at <u>425-754-0154</u> .	Have your confirmation with you when Security arrives.
- Do I need coffee or food delivered?	Remember: Only Triton Catering is authorized to serve food on campus. ✓ Select "Yes" on form for food and drink and our caterer will be in touch.	<u>Triton Catering</u> Separate Costs apply.
- Find other Resources I can tap into?	There are a few places you can go for additional support.	<ul style="list-style-type: none"> <li>• <a href="#">Events Management website</a></li> <li>• Email <a href="mailto:scheduling@edcc.edu">scheduling@edcc.edu</a></li> </ul>