








EVENT PLANNING INFORMATION FOR STUDENT LED ACTIVITIES AND EVENTS

**** PLEASE MAKE SURE YOU HAVE STUDENT CHAPTER FUNDS OR JAC FUNDING FOR CATERING AND/OR SECURITY EXPENSES. CONTACT [ERIC CONLEY](#) IN THE OFFICE OF STUDENT AFFAIRS FOR INFO ON JAC FUNDING ONLY****

-  Reserve a space of your choice via the 25Live room scheduling system. For more information on the system, please click [here](#).
-  Contact Campus Safety & Security to submit a guard request if your event will take place on the Alumni Terrace (required) or in Rose Auditorium (only if external guests, as defined by security, as anyone outside of the CU community, will be in attendance). Contact security@cooper.edu for more information.
-  Contact Frankie's Kitchen to discuss menu options and obtain a catering quote (most affordable catering option). Point of contact, Frankie Wibowo: frankiewibowo@yahoo.com.
-  Start working on a registration link to obtain attendee information as this will determine your final headcount for facilities table setup, security, and catering leading up to your event.
-  Contact Facilities for stage setup in Rose (clear chairs for panelists) and table setup in Gelman (must be reserved in 25 Live in addition to Rose if you plan to have catering, and if available) or any other table configuration for catering in other rooms. Contact Facilities facilities@cooper.edu for more information. You will have to send multiple e-mail reminders days leading up, and on the day of the event to ensure that table setup is completed.
-  Contact AV for tech needs, if any, at avstaff@cooper.edu. More information can be found [here](#). AV requires at least three weeks lead time and a minimum of two hours of prep time in advance for sound check and tech setup on the day of to ensure that your event runs smoothly.
-  Create a poster so that the ENG Dean's Office can assist in advertising internally to the School of Engineering community. E-mail your request for inclusion in the ENG Dean's Office weekly announcements to engineeringschool@cooper.edu. Please make sure to include any attachments, and other information. If you wish to invite the entire CU community, please include that in your initial request so we can engage the IT Department for a campus wide notice.