

GCC Event Planning Guide



Brainstorming

On-campus, virtual, and hybrid events provide meaningful and memorable learning opportunities to students through experiences. An original idea is always welcome, but it's also helpful to look into what is already out there that you could bring to GCC.

- What local organizations provide free presentations?
- Could you interview a notable person or put together a panel discussion?
- Do you have professional contacts or know of community members who'd like to reach GCCers?
- Is there an ASGCC student club that would like to partner with you to make the event happen?
- What departments/faculty members would be a good fit to collaborate with you?
- Would you want to screen a movie via the GCC's Library Kanopy and then discuss it?
- Will your event be a lecture, creative activity, visual presentation, or a combination thereof?
- What is the cultural pulse right now, meaning what would GCC students be interested in hearing about or what would be beneficial for them to learn?

Booking a Room & Set-Up

Kreider Hall and Building Classrooms

Melissa Malandrakis, Instructional Services Specialist

mmalandr@glendale.edu – ext. 5311

Auditorium

Guido Girardi, Production Manager/Technical Theater Instructor

guido@glendale.edu – ext. 5635

Student Center, Sierra Vista Plaza, and San Gabriel Plaza

Email Aida Avanosian, Student Affairs

aidaa@glendale.edu – ext. 5592

Facilities – Set-up Chairs/Tables in Non-Equipped Rooms

gccfacilitiesoffice@glendale.edu – ext. 5555

IT Services - Set-up A/V in Non-Equipped Rooms or On-the-Spot Troubleshooting

helpdesk@glendale.edu – ext. 4357 (HELP)

Promotion

Create printable flyer & JPEG image for social media / campus TV screens

Ann Simon, Publication Specialist

asimon@glendale.edu – ext. 5350

Post on campus TV screens, GCC website, GCC calendar, and outside media outlets

Wendy Grove, Public Information Coordinator

wgrove@glendale.edu – ext. 5161

Promote via video (special occasions only: large-scale, campus-wide events)

Drew Sugars, Director of Communications and Community Relations

dsugars@glendale.edu – ext. 5287

Print copies of flyer to hang on approved bulletin boards around campus

Lidoush Markari-Davidian, Copy Center

lmarkari@glendale.edu

Email out your printable flyer & JPEG image to the campus early as a Save the Date. Encourage faculty to consider offering extra credit. Then email again two weeks prior to the event and the day of the event.

Email to ftf@glendale.edu, ptf@glendale.edu, and gcc@glendale.edu.

Email out your printable flyer & JPEG image to any ASGCC campus clubs that may be interested in your event. Invite them to attend. You can find a list of ASGCC clubs and contact information here:

<http://www.associatedstudentsgcc.com/club-directory>

Invite other programs on campus to partner with you and/or promote your event. If you're not familiar with which programs might be a good collaborative fit, ask a colleague you know or email History Department faculty member Michelle Stonis (mstonis@glendale.edu) for help with brainstorming.

Accessibility

Request Live ASL and Live Transcription Services

Kimberleh Weissman, Lead Interpreter/Coordinator, Disabled Student Services

kweissman@glendale.edu

- Can you offer the event as a hyflex, meaning both in-person and on Zoom live with recording?
- If it's recorded, where will you post the recording or how will you distribute it?
- Thinking about the time of your event, how will it work for full-time employees or caretakers?

Arranging FLEX / Student Sign-Ins

Apply to arrange FLEX / Student Sign-Ins at least two (2) weeks prior to the event. Make sure to mention "FLEX Credit Available" on your event flyer to encourage faculty/staff attendance.

Follow the directions, and complete the required form, at the link below:

<https://www.glendale.edu/about-gcc/faculty-and-staff/staff-development/faculty-development/how-to-offer-a-flex-event>

Buzz & Giveaways

Any buzz and value added feature that you create around your event is a good idea.

- Can you provide refreshments?
- Will there be Q & A with a notable person? If so, could you invite a student to lead the Q&A?
- Are you able to coordinate networking or career advice at the event?
- Is there time for a book signing or photo op with a notable person?
- Could you obtain giveaway items, even if they're small like stickers or pins?
- Have you contacted ASGCC to see if they'd like to support your event with gift cards?

Thank You & Have Fun

Events aren't about being perfect. They're about being present and bringing people together. Thank you for planning events that benefit our campus community. Have fun at your event, and kudos to you for creating memorable moments for all of us at GCC!

Michelle Stonis Rev. 02.17.22
Corrections/updates welcome
mstonis@glendale.edu