

# Event Planning Checklist



**Cambrian College of Applied Arts and Technology**  
 1400 Barrydowne Road  
 Sudbury, Ontario P3A 3V8  
 (705) 566-8101 www.cambriancollege.ca

## Event Information

Event Name

Date (dd/mm/yyyy) / /	Time :	a.m. p.m.	Location
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Contact Lead	Account Code
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Event Details	Who to Contact	Date Completed
<b>Facility / Room booked?</b>	Book via enCambrian room booking system <a href="#">myCambrian</a> › Staff › enCambrian room bookings	/ /
<b>Parking Permits required?</b> • Contact Parking Services for options	<a href="mailto:parking@cambriancollege.ca">parking@cambriancollege.ca</a>	/ /
<b>Signage required?</b>	When booking room via enCambrian, tick off the necessary box(es).	/ /
<b>Food Service required?</b> • College Catering contact: • Student Life Centre contact:	<a href="http://dineoncampus.ca/cambrian">dineoncampus.ca/cambrian</a> <a href="mailto:mika.koskela@cambriancollege.ca">mika.koskela@cambriancollege.ca</a>	/ /
<b>Cleaning services required?</b> • Working on non-regular work days • Washing of tarps in gym	<a href="mailto:facilities@cambriancollege.ca">facilities@cambriancollege.ca</a>	/ /
<b>Maintenance services required?</b> • A/C / Heat / Turning fountain on or off / Electrical needs	<a href="mailto:facilities@cambriancollege.ca">facilities@cambriancollege.ca</a>	/ /
<b>IT Services required?</b> • Guest access to wi-fi / Assistance with equipment • Technician required to be present at event	When booking room via enCambrian, tick off the necessary box(es).	/ /
<b>Live lync required</b> • Must be set up for all major events or meetings	When booking room via enCambrian, tick off the necessary box(es).	/ /
<b>Security services required?</b> • Security should be made aware of all major activities on campus	<a href="mailto:security@cambriancollege.ca">security@cambriancollege.ca</a> <a href="mailto:john.hammill@cambriancollege.ca">john.hammill@cambriancollege.ca</a> <a href="mailto:sean.marcotte@contractors.cambriancollege.ca">sean.marcotte@contractors.cambriancollege.ca</a>	/ /
<b>AODA-transcription required?</b>	When booking room via enCambrian, tick off the necessary box(es).	/ /
<b>College Advancement required?</b>	<a href="#">General Creative Services</a> <a href="#">Social Media and Web Requests</a> <a href="#">Event and Media Relations</a>	/ /
<b>Posted to events calendar?</b> • Send as an appointment	<a href="mailto:events@cambriancollege.ca">events@cambriancollege.ca</a>	/ /
<b>Insurance?</b>	Contact Finance and Administration, Executive Assistant to verify on insurance requirements	/ /