

Putting the Puzzle Pieces Together





Events & Scheduling Department Bakersfield College

2018-2019



Why are we training?

- Lots of new employees
- Lots of misunderstanding about our role on the campus
- Helpful colleagues who have trained others with bad habits
- No tutorials available
- Little idea of campus room availability and sizes (including media availability)

www.bakersfieldcollege.edu/event_request

- Schedule a room
- Schedule an event that needs a larger facility
- Schedule catering
- Obtaining parking assistance
- Alcohol Permit requests



Important info before you book

- Size of group
- Day of the week needed-is there any flexibility?
- Who is the manager in charge
- Time in and out
- Is this reoccurring?
- Media needs
- Once you go online to Events & Scheduling you will see:
- Group I, II or III. Usually you complete one or two
- Also on this same spot is the request for catering...but HOLD IT



All room request come first. The scheduling department will confirm the time, date and location AND give you a B#

**PLEASE DO NOT SEND IN THE
CATERING REQUEST UNTIL AFTER YOU
RECEIVE CONFIRMATION ON THE
ROOM.**

Media Services

- Who supplies the equipment? The presenter or you?
- Technical support – projector/screen/computer/laptop
- White boards etc
- Sign language interpreters – Closed Captioning
- Public Performance Rights

Cancelling an event

- Do email the Events office immediately
- Do give the Booking number to us along with the title of the event
- Do allow Events to handle all of the cancellation
- Do alert catering
- Do alert Security
- Events needs to back the Event out of Banner
- Don't just cancel directly with the department
- Events needs to back the event out of the Intranet and in some cases the master calendar as well

Events kindly requests the following:

Do leave the room clean and picked up with chairs pushed in

Do realize we cannot unlock the door to the room until you or the management person putting on the event arrives

Do call food service to pick up empty containers rather than allow them to sit all weekend

Do call security when you are done especially in the evening hours to lock up and make sure you get to your vehicles safely

Helpful Hints

- Media Services helps with all media for all requested areas
- Indoor/Outdoor Theaters have outside vendors to assist with extremely expensive A/V equipment-if BC Technician is not available you will have to pay for outside vendor
- Only certain areas on campus allow food served in the rooms-events is happy to assist you.
- Don't just walk out of the building/room in the evening leaving the room open. Wait for security.

VALLITIX

ON LINE TICKET SALES FOR ALL MAJOR EVENTS AT BAKERSFIELD COLLEGE

NO LONGER ALLOWING MONEY TO BE COLLECTED FOR EVENTS AT THE DOOR BY STAFF OR STUDENTS

VALLITIX HANDLES ALL TICKETS BOTH ON LINE AND AT THE DOOR AND GIVES DAILY COUNT OF TICKETS SOLD

FINAL COUNT OF ALL TICKETS SOLD AND CHECK IS USALLY AVAILABLE 48 HOURS FOLLOWING THE EVENT

CHECK IS CUT AND EVENTS DEPARTMENT PICKS UP AND DELIVERS

Request from Events

- Don't decide to switch rooms with another group by talking with them and just doing it
- Don't pressure another person or group to give up their room to accommodate your request-poor planning is not their emergency
- Not showing at all and not cancelling



FALSEHOODS ABOUT BC

- You or any other staff or faculty can use all rooms free for a party you plan to have
- On weekends you can bring food for your event without talking to catering
- On weekends you can use any room you wish to either work in or teach in
- You can film on campus without permission- THIS IS A HUGE NO
- You can use the track anytime you wish