

## Info you should know:

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### Building Manager:

Phone: (970) 215-7112

### Event Planning:

Website: [lsc.colostate.edu/services/event-planning-services](https://lsc.colostate.edu/services/event-planning-services)

E-mail: [lsc\\_epo\\_staff@mail.colostate.edu](mailto:lsc_epo_staff@mail.colostate.edu)

Phone: (970) 491-0229

### Catering:

Website: [catering.colostate.edu](https://catering.colostate.edu)

E-mail: [andrew.cundiff@colostate.edu](mailto:andrew.cundiff@colostate.edu)

Phone: (970) 491-5332

### Parking:

Website: [pts.colostate.edu](https://pts.colostate.edu)

E-mail: [parking@colostate.edu](mailto:parking@colostate.edu)

Phone: (970) 491-7041

### Maps

LSC Building Map

[lsc.colostate.edu/building-maps/](https://lsc.colostate.edu/building-maps/)

Campus Map

[map.concept3d.com/?id=748](https://map.concept3d.com/?id=748)

## Academic Session Building Hours:

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**Monday — Saturday**  
6:00 AM—11:00 PM

**Sunday**  
11:00 AM—11:00 PM

Summer and Break Building Hours Subject to Change



## LSC Event Services:

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### Address:

1101 Center Ave Mall  
Fort Collins, CO  
80523

### Shipping Address:

8033 Campus Delivery  
Fort Collins, CO  
80523

Office: 970-491-0229v

Building Manager: 970-215-7112

[lsc\\_epo\\_staff@mail.colostate.edu](mailto:lsc_epo_staff@mail.colostate.edu)

As a student-centered organization at the heart of campus, we provide programs and services that create an inclusive community and inspire active, engaged learning.

# EVENT SERVICES

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## How to Ensure Your Event's Success



# Initial Planning

(6-12 months in advance)

## How big is your event?

Is it open to the public or private?  
What is the estimated number of attendees?

## What kind of event is it?

Dinner with guest speaker, dance with DJ, panel discussion, conference, virtual?

## Create a budget.

Consider the following fees: facility rentals, catering, audiovisual equipment, labor, security, marketing, parking, etc.

## Select appropriate time & space.

Check availability and go over different room styles by calling the Event Planning Office at (970) 491-0229, or go online [and complete form](#).

## Is your event accessible for all?

The LSC is committed to being an inclusive, welcoming space for all. See our Accessibility Guidelines at [Lsc.Colostate.edu/services/event-planning-services/accessibility](https://lsc.colostate.edu/services/event-planning-services/accessibility)

## Review event policies.

Review [our Policies](#) page or call Event Planning to check our decoration, food, and alcohol policies. Ensure you are familiar with the cancellation policies before reserving your event.

## Some large events may require additional planning steps...

- Make a preliminary reservation for your preferred space and date.
- Submit event information to your planner for review by the University.
- Meet with your event planner and relevant campus officials to review event details and discuss logistical expectations at least four weeks prior to event.
- Confirm with venue the security requirements as established by CSUPD. Pre-payment of 50% of estimated security costs is required at least 7 days prior to event.
- Secure event insurance or provide confirmation of insurance **at least one week** prior to event.

<http://policylibrary.colostate.edu/policy.aspx?id=545>

## 6-8 weeks prior to your event...

### Set a date to meet with an Event Planner.

- ☐ Communicate your AV & technical needs: audio, microphones, speakers, lighting, staging, filming, etc.
- ☐ Discuss room setup options & work with your planner to create a diagram, if necessary.

### Book catering, and browse through the catering menus.

- ☐ At [lscatering.colostate.edu/](https://lscatering.colostate.edu/)

### Provide an itinerary to your event planner.

- ☐ Include your daily schedule and a timeline as exact as you can manage so that LSC staff can best suit your needs.

### Create and distribute marketing materials.

- ☐ Colab can provide design services for LSC Entities, Registered Student Organizations, and DSA Departments (with Creative Services approval).

For pricing options on design and marketing visit:

<https://lsc.colostate.edu/services/colab/champion-for-students>

- ☐ All other offices needing artwork should contact Creative Services at...  
<https://creativeservices.colostate.edu/design/>

## 2-4 weeks prior to your event...

### Double check the details:

- ☐ Confirm the number of attendees and the itinerary with your Event Planner.
- ☐ Finalize your setup & AV needs.
- ☐ Are your start and end times correct?  
When are you showing up? Be sure to factor in time for equipment tear-down.

### Are there any changes or updates?:

- ☐ Finalize your itinerary and event diagram.
- ☐ Final numbers for catering are due **72 hours** prior to the event.

## On the day of the event...

- ☐ Test AV to ensure everything is functioning and what you were expecting.
- ☐ Confirm that the requested setup is correct.
- ☐ If you have any decorations/materials, be sure to bring them.
- ☐ Meet with your catering contact & AV technician.
- ☐ Set up your registration table (if applicable) and begin greeting the arriving attendees.



### And finally... Sit back and relax!

Ideally, the planning process is covered so that your event can run smoothly and efficiently.

### Should you need anything...

... don't forget you can call the Building Manager at (970) 215-7112, or ask any Event Staff member!

## SUSTAINABILITY TIPS

1. Encourage your guests to recycle during the event! Recycling bins are conveniently located throughout the building.
2. Advertise digitally instead of using paper campaigns.
3. Use digital invitations for guests instead of paper.



## Post Event...

### How'd we do?

Keep an eye out in your e-mail for a message from us asking you to complete a short survey so that we can continue providing excellent service.

### Schedule a "wrap-up" meeting.

What went well? How can we improve?

### Finalize payments for all services.

You will receive an invoice by email after the event.



**Thank you – see you next time!**