Event Planning Checklist

Basic Event Information

- ☐ Event Title: _____
- ☐ Date: _____
- ☐ Time: _____
- ☐ Location: _____
- ☐ Location Reserved via Outlook Calendar or Appropriate System
- ☐ Purpose of the Event: _____
- ☐ Target Audience (students, faculty, public, etc.): _____

Technology & Facilities

- ☐ Technology Needs Submitted (Projector, Microphone, Laptop, etc.)
- ☐ IT/AV Support Requested (if needed)
- ☐ Wi-Fi Access Confirmed (for guests if applicable)
- ☐ Furniture Setup Requested (tables, chairs, podium, etc.)
- ☐ Trash/Recycling Needs Arranged (Facilities notified if needed)
- ☐ Backup Plan for Inclement Weather (if outdoors)

Food & Supplies

- ☐ Catering Arranged
- ☐ Tablecloths
- ☐ Utensils, Plates, Napkins
- ☐ Decorations Planned
- ☐ Water/Coffee Station Setup (if applicable)

Event Logistics

- ☐ Calendar Invitation Sent to Attendees/Participants (Has the President's Office been invited to attend/speak?)
- ☐ Directional Signage Printed & Posted
- ☐ Parking Information Shared with Attendees
- ☐ Reserved Parking for Guests/Speakers (if needed)
- ☐ Sign-In Sheet Prepared
- ☐ Static Slide Created and Scheduled (Lobby TVs or Screens)

- ☐ Name Tags Printed (if needed)
- ☐ Notification to the President's Office if BOG Members or other Dignitaries are invited to event (if applicable)
- ☐ Event Program/Agenda Printed (if applicable)

📷 Marketing & Promotion (Submit requests via Marketing Request Form)

- ☐ Photographer Requested
- ☐ Press Release Requested
- ☐ Pierpont Tablecloths Requested
- ☐ Promotional Items (T-shirts, Pens, etc.) Requested
- ☐ Flyers, Posters, or Digital Ads Requested
- ☐ Digital/Print Invitations
- ☐ Social Media Promotion Scheduled
- ☐ Internal Announcement (Email, Portal, etc.) Requested

📋 Post-Event

- ☐ Thank You Notes or Emails Sent to Speakers/Guests
- ☐ Leftover Food & Materials Cleaned Up
- ☐ Photos Shared with Marketing (if applicable)
- ☐ Debrief/Feedback Collected

Internal Room Reservations

Conference rooms are now available for reservation as calendar resources in Outlook. When scheduling a meeting, simply add the desired room as the location. The room's availability will appear, and if it's free, your meeting will be automatically accepted.

Note: This process applies only to conference rooms. Classroom reservations must still be submitted via Curriculog.

Special Approval Required

The following rooms require approval by the President's Office before the reservation is finalized:

- PCTC 201A – President's Conference Room
- PCTC 216A and 216B

You will receive an email notification when these rooms are requested. Approval must be granted before the meeting is officially confirmed.

Instructions for Scheduling

Attached to this message are instructions for:

- Web-based Outlook calendar
- Installed Outlook application

These step-by-step guides explain how to add a room to your meeting invitation.

Conference Rooms Available for Reservation

Location	Room Name	Capacity*
ATC	PCTC 201A (President's Conference Room)	14
	PCTC 216A	50
	PCTC 216B	50
	PCTC 113	14
	PCTC 205	6
Caperton Center	CAP 148	50
	CAP 149	50
Aviation Center	AVI 120	6

Room configuration may impact actual seating capacity.

Questions or Assistance

If you have any questions or need help scheduling a room, please contact the IT Help Desk:
- help@pierpont.edu
- 304-333-3731

External reservations

Pierpont Community & Technical College is pleased to offer limited room rentals to external organizations for educational purposes that align with the College's mission. To ensure our facilities continue to support student learning and institutional priorities, all requested events must have a clear educational focus and must not conflict with existing coursework, training sessions, or campus activities.

Please note that Pierpont does not rent space for social events, parties, or general business meetings. Room use is strictly limited to educational activities.

If you are an external entity interested in reserving space at either the Advanced Technology Center in Fairmont or the Gaston Caperton Center in Clarksburg, please complete the attached request form. A representative from the President's Office will review your submission and contact you with additional information and next steps.