

Skyline College

Checklist for Scheduling a Campus Event

To create an event at Skyline College, consult the Event Planning Guidelines (see <http://www.smccd.edu/accounts/skypio/events.html> and then follow these steps:

Step One: **Check dates on the college master calendar, online at:**
<http://www.smccd.edu/accounts/skypio/calendar.html>

Step Two: At least 20 working days prior to the event, fill out an Application and Permit for Use of Facilities (Facilities form) and complete all facilities reservation steps. For details and forms for reserving campus rooms and facilities, see http://www.skylinecollege.edu/skynotes/facil_request.html.

Step Three: Consult the Time, Place and Manner Policy for Skyline for related issues in planning your event.
(<http://www.smccd.edu/accounts/skyline/sts/handbook/manner.html#top>)

Step Four: **Contact the Public Information Office (PIO)**

The Event Requestor can submit a request for inclusion of the event on the college master calendar. This can be done by visiting the website at: <http://www.smccd.edu/accounts/skypio/events.html> and click on “submit events.”

At this time, advertising for the event may begin. Internal advertising (for example, posting of notices and flyers on campus) is subject to the “Time, Place and Manner” policies available in the Student Activities Office, Room 6212 or online at <http://www.smccd.edu/accounts/skyline/sts/handbook/manner.html#top>

The Office of Public Information can provide assistance with publicity and event promotion.

All external advertising must be produced in consultation with the PIO. The PIO will consult with the appropriate divisions, departments and planners to ensure accuracy of content and quality of the printed materials, to determine appropriateness of the delivery tool and applicability of messages used and adherence to SMCCCD policies with respect to publications. For help, call the Public Information Officer at 738-4346.