

Event Planning Manual

Event

Assistance and

Support for

You!



COLORADO COLLEGE
1 8 7 4

Events can be EASY!

The 2008-2009 school year brought many changes to Colorado College. As staff have taken on more responsibility, President Celeste has asked us to help ease the burden of event planning. EASY was born. *EASY stands for Event Assistance and Support for You!* Between us we have 73 years of event planning experience and we really can make event planning EASY for you.

The EASY team would like to take this opportunity to invite you to utilize our services when planning your next event.

We are here to offer support and assistance in every aspect of your event planning. We are happy to offer advice throughout the planning process or in some cases, run the event for you if the event is large and overwhelming.

You also have the option of using the summer conference team which will take care of the entire event from the beginning to end for a fee.

The EASY team meets once a month. You may contact any of us via phone or email EASY.edu at any time as well.

We have put together this “Event Planning Manual” to help those who don’t do events often. We are here to help.

Sincerely,

The EASY Team

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Event Timeline

This timeline is meant to be a guide for a basic 1-day event.

8 Weeks prior to event:

Decide on type of event you are having—reception, lunch, breakfast, dinner, lecture, concert, etc

Choose the date and time of the event

Decide who the key players are and check into their availability. (ie the President, his/her spouse, dean, etc)

Make sure you are clear about the reason for the event and decide on the appropriate audience

Book a location

If event involves the President and/or his/her spouse, inform President Event's Coordinator

If you need to sign a contract, begin negotiations. The EASY team can help you through this

7 Weeks prior to event:

Get your invitation list in order

Book any entertainment

If bringing in a speaker begin working on travel arrangements and hotel stay

6 Weeks prior to event:

Draft invitation

Decide if a printed program will be used

Make sure that AV is aware of your speaker's needs

5 Weeks prior to event:

Make sure you have received invitation list

Get approval for invitation and order them

Create download for envelopes

Submit your information on the CC calendar of events.

Get all information for printed program if being used

Purchase stamps

Decide on A/V needs

If using an outside caterer or if off campus, get contract

4 Weeks prior to event:

Mail invites

Copy of invitations to the President Events Coordinator if Prez involved

Hire photographer if needed

Decide on menu

Finalize all travel arrangements

Have all contracts signed

3 Weeks prior to event:

- Finalize A/V requirements
- Decide on decorations and find out how much should be spent per table
- Distribute RSVP lists
- Give RSVP list to research if needed
- Facility request form due if event is on campus
- Draft a program outline (who will speak, when, and what order, etc.)
- Make sure President's event coordinator has a copy of program outline
- Begin writing any speeches needed
- Decide who will pick speaker up at airport

2 Weeks prior to event:

- Finalize room set up if off campus
- Finalize menu
- Alcohol request form due if on campus
- Order flowers from florist if using
- Decide if follow up is necessary for RSVP's and make plan to follow up next week
- Distribute RSVP lists to key players
- Get printed program approved

1 Week prior to event:

- Reminder phone calls, emails, etc for RSVP if needed
- Distribute RSVP lists to key players
- Get research on needed RSVP's
- Order alcohol if on campus
- Speeches due to President along w/current RSVP list, research to date and program outline
- Send itinerary to speaker with your contact information in case of emergency

4 Days prior to event:

- Check with florist about delivery
- Last chance for reminders to guest list

3 Days prior to event:

- Final count to caterer
- Work on seating chart if using

2 Days prior to event:

- Do nametags
- Do place cards if using
- Do seating chart if using
- Pick up programs if using

Day after event:

- Do final attendance list

2 Days after event:

- Finalize budget
- Send receipts to appropriate department

Choosing a Date and Booking a Room for Your Event!

Choosing a date:

Check the college calendar for competing events for your target audience. Think about whether it's block break and/or finals week. The college calendar can be accessed at

http://www.coloradocollege.edu/news_events/calendar/ for events or

<http://www.coloradocollege.edu/academics/calendar/> for the academic calendar.

You might also want to check events happening in the city that would compete with your audience. There are a few calendars that have this information, such as:

www.peakradar.com

www.experiencecoloradosprings.com

www.ppld.org (they have a community blog and calendar)

Choosing a room:

How many guests will I have at this event? (See room/capacity list)

What kind of space will work best? (ie: a reception in a classroom isn't very conducive/inviting)

If community members are invited, consider parking when looking at a space (also demographics of your guests – if older, remember they may have trouble walking long distances)

Once you decide on the room/rooms you want, contact the Worner Desk at x6608 to request the availability of the room. Do this asap.

***NOTE – if your event falls between June 1 – August 15, contact Brenda Soto (bsoto@coloradocollege.edu) for available space

***NOTE – rooms in Cornerstone Arts Center and Packard may take longer as more additional departments need to approve

Venue	Capacity	Appropriate Use	Contact		Restrictions/Special Circumstances
Armstrong 11	25	Video/Films	Audio Visual Office	Thos Lesser	
Armstrong Board Room	25	Meetings, meals	President's Office	Linda Petro or Carolyn Madsen	
Armstrong Graduation Quad		Athletic events, concerts, picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
Armstrong West Quad		Athletic events, concerts, picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
Armstrong Great Hall	200	Receptions, art exhibits	Campus Reservations Manager	Lynnette DiRaddo	
Armstrong Theatre	712	Theatre productions, films, lectures, performances	Campus Reservations Manager	Lynnette DiRaddo	Requires approval of Drama Department
Baca Grande		Classes, retreats	Southwest Studies	Lynnette DiRaddo	
Barnes/Olin Quad		Picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
Bemis Great Hall	150	Lectures, films, receptions, concerts, parties	Campus Reservations Manager	Lynnette DiRaddo	
Bemis Lounge	125	Speakers, programs, receptions	Residential Life Office	Shana Schroeder	
Bemis/McGregor Quad		Picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
Benjamin's	200	Concerts, parties	Campus Reservations Manager	Lynnette DiRaddo	After 7 PM Only
Boettcher Basement	25	Meetings	Boettcher Office	Janet Teel	
Central Campus North Quad		Special events	Campus Reservations Manager	Lynnette DiRaddo	
Coburn Art Gallery	120	Art Exhibits only	I..D.E.A. Space	Jessica Hunter-Larsen	
Cornerstone Art Center					
South Theatre	427	Theatre productions, lectures, performances	Drama Department	Shaylan Quinn	
Main Space	522	Exhibits, receptions, Performances, lectures and dance	Drama Department	Shaylan Quinn	
Studio A	50	Rehearsals, performances, classes	Drama Department	Shaylan Quinn	
Studio B	100	Film studio, classes	English Department	Paula Pyne	
IDEA Space	106	Exhibits	IDEA	Jessica Hunter-Larsen	
Screening Room	111	Films	English Department	Paula Pyne	
Experimental Cassroom	87	Rehearsals, performances, classes	Drama Department	Shaylan Quinn	
Flex Room	87	Rehearsals & classes, NOT appropriate for receptions	Music Department	Judy Lewallen	
Cossitt Amphitheatre	200	Musical events, performances, receptions	Campus Reservations Manager	Lynnette DiRaddo	Alchol will not be permitted
Cossitt Dance Studios		Classes, rehearsals	Dance Department	Shaylan Quinn	
Cossitt Gym	150	Dance performances, classes, rehearsals	Campus Reservations Manager, permission of Dance Department required	Lynnette DiRaddo	
Cutler Quad		Athletic events, concerts, picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
Donald Autrey Field		Athletic events, concerts, picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
East Rastall	150	Concerts, parties	Campus Reservations Manager	Lynnette DiRaddo	After 8 PM only
Gates Common Room	200	Meetings, lectures, films, special events	Campus Reservations Manager	Lynnette DiRaddo	Available evenings and weekends
Gaylord Hall	120 / 250	Lectures, films, served meals, receptions, performances	Campus Reservations Manager	Lynnette DiRaddo	
		Parties, concerts			
Gilmore Stabler Cabin	35	Classes, retreats	Campus Reservations Manager	Lynnette DiRaddo	
Hamlin House	24	Meetings, receptions	Campus Reservations Manager	Lynnette DiRaddo	
Honnen Ice Rink		Recreation	Honnen Ice Rink Office	Linda Alexander	
Human Resources Conference Room	15	Meetings	Human Resources		
Juan Reid Gymnasium	1000	Athletic Events, concerts	Athletic Department	Rick Swan	
Language House Quad		Picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
Lennox Lounge (upstairs Worner Campus Center)	60	Receptions / Parties	Campus Reservations Manager	Lynnette DiRaddo	
Loomis Grassy Quad		Athletic events, concerts, picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
Loomis Lounge	175	Lectures, meetings	Loomis Desk	Loomis Desk Coordinator	
Mathias Lounge	150	Speakers, films, receptions	Mathias Desk	Mathias Desk Coordinator	
Mathias North Quad		Athletic events, concerts, picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
Mathias Soccer Field		Athletic events, concerts, picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
Max Kade Theatre	90	Lectures, films, special events	German Department	Michelle Christiansen	
McHugh Commons	120	Lectures, films, meetings, meals	Campus Reservations Manager	Lynnette DiRaddo	

Morreale Carriage House	50	Meetings, served meals, receptions, concerts, special events	Campus Reservations Manager	Lynnette DiRaddo	
Olin 185	50	Speakers, films	Campus Reservations Manager	Lynnette DiRaddo	Available evenings and weekends
Olin Fishbowl	75	Meetings, receptions	Campus Reservations Manager	Lynnette DiRaddo	Available evenings and weekends
Olin I	150	Lectures, films, meetings	Campus Reservations Manager	Lynnette DiRaddo	Available evenings and weekends
Packard Performance Hall	300	Performances, lectures, films	Music Department Coordinator	Judy Lewallen	
Palmer Classrooms		Meetings	Campus Reservations Manager	Lynnette DiRaddo	Available evenings and weekends
Perkins Lounge, Main Floor Worner Campus Center	200/500	Receptions, parties, concerts	Campus Reservations Manager	Lynnette DiRaddo	Often a rain site for Worner Quad events
President's Conference Room	20	Meetings	President's Office	Linda Petro or Carolyn Madsen	
Shove Chapel (Main)	1100	Lectures, performances	Shove Chapel Office	Linda Madden	Tickets to events at Shove may NOT BE SOLD (donations only)
Shove Chapel (Pilgrim)	75	Classes, discussions, art exhibits, small worship groups	Shove Chapel Office	Linda Madden	
Shove Chapel (Seminar Room)	50	Classes, social events, dinners	Shove Chapel Office	Linda Madden	
Slocum Commons	150	Lectures, films, meetings, meals	Campus Reservations Manager	Lynnette DiRaddo	
Slocum Lounge	75	Meetings	Slocum Desk	Slocum Desk Coordinator	
Slocum Quad		Athletic events, concerts, picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
Slocum Soccer Field		Athletic events, concerts, picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	
Stewart House & 1210 N. Wood Avenue	125	Receptions, meals	President's Office Events Coordinator	Kim Peterson	
Stewart Soccer Field		Athletic events	Athletic Office	Rick Swan	
Taylor Theatre	200	Theatre productions	Campus Reservations Manager, permission of Theatre Workshop required	Lynnette DiRaddo	
Teaching & Learning Center	25	Meetings	Teaching & Learning Center	Patti Spoelman	
Tutt Alumni House		Meetings, receptions	Alumni Office		Alumni events only
Tutt Library Video Rooms		Meetings, video viewing/personal use	Tutt Circulation Desk		
Tutt Science Hall Classrooms		Meetings	Through appropriate departments		
Tutt Science Lecture Hall	100	Lectures, films, meetings	On-line reservation	ITS/Computer Lab reservation page	
Washburn Field		Athletic events, concerts, picnics, special events	Athletic Office	Rick Swan	
WES Room	50	Films, speakers, lectures, classes	Campus Reservations Manager	Lynnette DiRaddo	
Woman's Club House	50	Meetings, served meals, special events	Campus Reservations Manager	Lynnette DiRaddo	
Worner 211	12	Meetings, served meals	Campus Reservations Manager	Lynnette DiRaddo	
Worner 212	14	Meetings, served meals	Campus Reservations Manager	Lynnette DiRaddo	
Worner 213	25	Meetings, served meals	Campus Reservations Manager	Lynnette DiRaddo	
Worner 215	14	Meetings, served meals	Campus Reservations Manager	Lynnette DiRaddo	
Worner 216	18	Meetings, served meals	Campus Reservations Manager	Lynnette DiRaddo	
Worner 218	15	Meetings, served meals	Campus Reservations Manager	Lynnette DiRaddo	
Worner 235	10	Meeting, served meals	Campus Reservations Manager	Lynnette DiRaddo	
Worner Quad		Athletic events, concerts, picnics, special events	Campus Reservations Manager	Lynnette DiRaddo	

Meeting Rooms

Building	Room #	Occupancy	Screen	AV Capabilities and Notes
Armstrong	11	25	yes	VPR/PC/VCR/DVD
	230	25	yes	
	*231	30	yes	SMART/VCR/DVD/VPR/LD/PC/CASS large furniture
	233	20	yes	TV/VCR/DVD
	234	30	yes	LTV/VCR/DVD-LD
	235	12	yes	office
	255	15	yes	no setup
	256 A	25	yes	TV/VCR
	256 B	22	yes	
	257 A	25	yes	
	257 B	22	yes	
	*259 A	25	yes	TV/VCR/DVD
	259 B	22	yes	VPR/PC/VCR/LD-DVD/CASS
	301	32	yes	LD/DVD/LTV/VCR
	302	25	yes	TV/VCR
	315	19	yes	
	326	36	yes	TV/VCR
	328	36	yes	TV/VCR/LD
	333	6	yes	TV/MVCR/MDVD
	334	18	yes	TV/VCR/DVD
	340	12	yes	TV/VCR/DVD
	342	26	yes	
	348	15	N/A	
	*353 A	18	yes	SMART/VPR/VCR/LD
	353 B	15	yes	
	355	28	yes	TV/VCR/LD
	356	12	N/A	
361	12	N/A		
Max Kade	95	yes	VPR/PC/VCR/MVCR/CD-DVD-LD	
Armstrong Theater	731	yes		
*not for conference use				
Barnes	101	25	yes	
	116	25	yes	TV/VCR
	143	25	yes	
	PC Lab		yes	
	Mac Lab		N/A	
Bemis	Great Hall	200		
Cornerstone Arts Center	Atrium	356		
	South Theatre	427		
	102	106		I.D.E.A
	*107	100		Studio B
	108	50		Studio A
	130	87		Flexible Classroom
	131	111		Screening Room
	301	40		Studio Classroom #1
	302	25		Studio Classroom #2
	303	15		Studio Classroom #4
	308	87		Experimental Classroom
	321	14		Studio Classroom #3
	413	17		Digital Lab A
415	17		Digital Lab B	
*not for conference use				
Cossitt	"C"	45' x 27'		TV/VCR
	N. Dance Studio	52' x 27'		
	S. Dance Studio	53' x 27'		
J. L. Knight	McHugh Commons	120	yes	SMART/VPR/VCR/DVD

Meeting Rooms

Building	Room #	Occupancy	Screen	AV Capabilities and Notes
Loomis	Classroom	25	yes	TV/VCR
	Lounge	150		
Olin	1	50	yes	VPR/VCR
	185	60	yes	VPR/PC/VCR/DVD
Packard	Music Hall	300	yes	
Palmer	Gates Commons		yes	
Shove Chapel		1100		TV/VCR
Slocum	Classroom			
	Commons	150	yes	SMART/VPR/MVCR/MDVD
Tutt Library	TLC 1	25	yes	VPR/VCR/DVD/PC
Tutt Science	101	26		SMART/VPR/MVCR/MDVD
	107	24		SMART/VPR/MVCR/MDVD
	108	27		SMART/VPR/MVCR/MDVD
	*126	26		
	211	12		SMART/VPR/MVCR/MDVD
	214	30		SMART/VPR/MVCR/MDVD
	215	16		SMART/VPR/MVCR/MDVD
	221	26		SMART/VPR/MVCR/MDVD
	223	26		SMART/VPR/MVCR/MDVD
	229	26		SMART/VPR/MVCR/MDVD
	324	18		
	Lecture Hall	57		SMART/VPR/VCR/DVD/PC
*not for conference use				
Worner	211	12	yes	
	212	14	yes	
	213	25	yes	
	215	14	yes	
	216	18	yes	
	218	15		
	235	<10		
	Gaylord	350	yes	SMART/VPR/PC/VCR/CASS/DVD
	WES	50	yes	SMART/VPR/PC/VCR/MDVD

Legend	
CASS	Cassette Player
DVD	Digital Versatile Disk Player
LD	Laser Disk Player
LTV	Large Rear Projection Type TV
MVCR	Multi-standard VCR (PAL, SECAM, NTSC)
PC	Computer/Data Projection capable
SP	Slide Projector
TV	25-27" Television
VCR	Video Cassette Player (standard VHS)
VPR	Video Projection
MDVD	Multi-standard DVD

Requesting Set Up for the Room

Facility request forms are due to the Worner Desk 10 days prior to your event. (See sample)

Think about how you want your set up. (See common room set-ups for ideas of meeting style set ups.

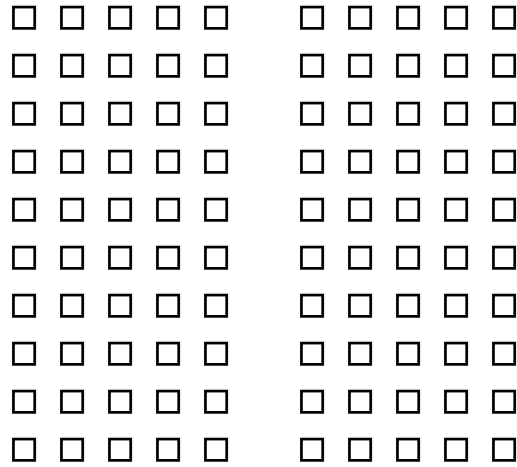
If you have nametags and/or handouts, don't forget to order tables for those as well. If you want these tables to have tablecloths, you will have to specify that on this form; note—there is a **charge** for tablecloths (they are provided by Bon Appetit, not facilities). Now is also the time to order trashcans, coat racks and hangers, etc.

In addition to tables, chairs, etc, you will also include any audio visual needs. Make sure you know if any screens, computers, etc will be needed. Think about whether you need an AV technician to be at the event. You will pay charges for this service, but it can be invaluable.

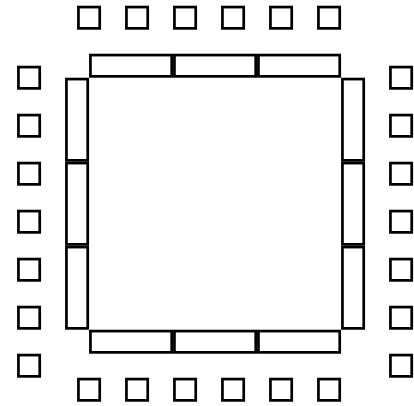
Also bear in mind that the college has a limited number of tables, chairs, etc. While we usually have plenty to go around, on weekends like Homecoming, etc., everything is used. When that happens, tables, chairs, etc are rented and charged to your budget. First come, first serve, so book your event early and get your facility request in right away to avoid rental charges.

Common Room Set-Ups

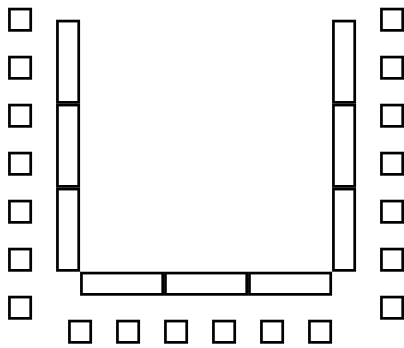
Theatre Style



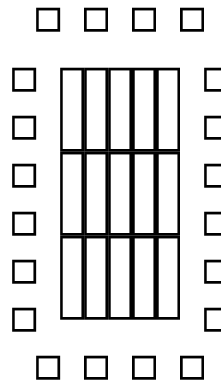
Open Square



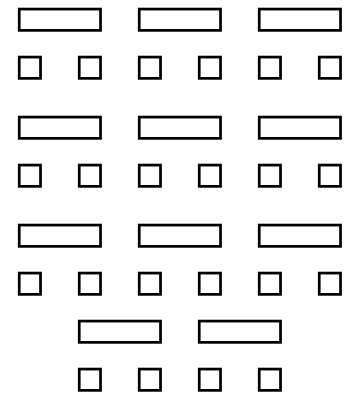
U-Shape



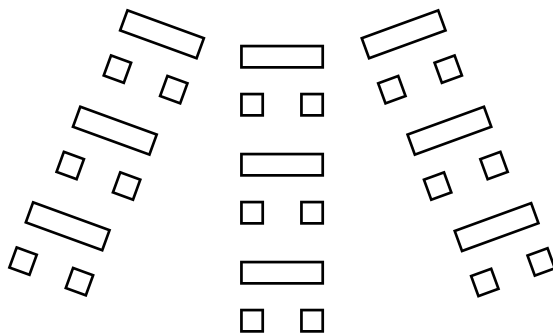
Seminar Style



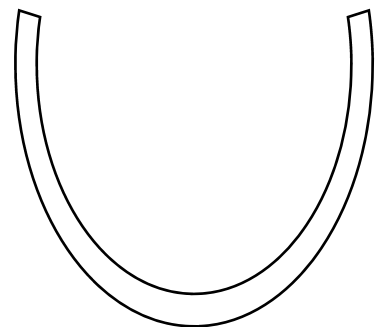
Classroom Style



Chevron Style



Semi-Circle



Room Set-ups

Equipment Price List

Quantity in Stock	Description	Price per unit
400	Folding Brown Samsonite Chairs	\$0.80
60	6ft Banquet Tables	\$6.80
40	5ft Round Tables	\$7.20
15	6ft Round Tables	\$9.35
4	Serpentine Tables	\$8.30
9	4'x8' Winger Stage Risers	\$57.75
Miscellaneous Items		
4	Halogen Lamps	\$11.55
8	Chrome Stantions	\$8.30
20	Fire Extinguishers	\$9.35
5	Lectern	\$34.65
10+	Table Top Lecturn without mic	\$17.35
15+	Easel w/ White board or Chalkboard	\$11.55
15+	Easel w/ Perferated Flip Chart	\$17.35
15+	Easel w/ Self Stick Flip Chart	\$28.90
20	Trash Can 32 gal.	\$6.80
6ft Sections	Crowd Control Fencing (per section)	\$2.00
2	Volley Ball Stands	\$28.90
2	20'x20' Canopy	\$115.75
1	10'x10' Canopy	\$58.00
10	Coat Rack with Hangers	\$ 17.35



Facilities and Services Request Form

Please call Campus Reservations at X 6608 to make your reservation. Submit ALL copies of this form to the Worner Center Desk
A MINIMUM OF 10 WORKING DAYS IN ADVANCE OF YOUR EVENT. A copy of this form will be returned to you as confirmation.

Function/ Event The Best Event This Block				Building / Venue Reserved Gaylord Hall			
<u>Armstrong Theatre /Cornerstone Arts Center / Packard Hall / Shove Chapel</u>						Day of Week / Date of Event Monday / Sept 21	
Armstrong Theatre, Cornerstone Arts Center, Packard Hall, and Shove Chapel require special approval and may require additional event support services. Please reserve this space through the appropriate office (see reverse side of this form). Please provide a technical rider to the Campus Reservations Manager and the Special Events Supervisor a minimum of 30 days prior to your scheduled event. Major theatrical events will be subject to approval of a technical rider by the Special Events Supervisor.						Time Event BEGINS 9:00	
Armstrong Theatre Approval _____		Cornerstone Arts Center Approval _____		Packard Hall Approval _____		Shove Chapel Approval _____	
Bon Appetit Catering / Food Service? Yes No		Food Delivered and/or Potluck? Yes No		Open to the Public? Yes No		Expected Attendance? 150	
Time Event ENDS 1:00		AM PM					
Will alcohol be served? Yes No		For alcohol events, please submit a copy of the approved Alcohol Event Forms to Campus Reservations Manager at Worner Center Desk. Please see reverse side of this form for additional information		Tickets Required? Yes No <i>Please contact Worner Desk for assistance with Ticket Sales</i>		Date Tickets go On Sale At Worner Desk September / 5 / 2009 mm dd yyyy	
Contact Person Lynnette DiRaddo				Phone X 6608		Worner Box _____	
Department / Student Organization Worner Campus Center				123456 - 654321 - xxxxxx - 00		Fund Organization Account Program	

Facilities Services

Please include all set up needs (tables, chairs, coat racks, trash cans, podium, etc.) If you are requesting a podium and need amplification, please also include an audio/visual request on this form. You may also include a diagram.

Rounds and chairs for 100, 3 6's for food, 2 6's for beverages, coat rack w/hangers, 8 trash cans w/liners, stage for small band, podium

Diagram Attached ? _____

Facilities Services Approval _____

Audio Visual Services

Podium / Mic **XX**
Stand Mic _____

Powerpoint, sound for band

AVS Approval _____

By signing this form, you acknowledge responsibility for the care and condition of facilities and equipment used by your department/organization. You also acknowledge there may be additional charges for additional items and/or services as listed on the reserve side of this form.

Lynnette DiRaddo

Signature of Contact Person _____ Date _____

Received _____ Entered _____

Catering Copies _____
Additional Custodial Ordered _____



COLORADO COLLEGE
1 8 7 4

THE COLORADO COLLEGE FACILITIES AND SERVICES REQUEST FORM

Please call Campus Reservations at X 6608 to make your reservation. Submit ALL copies of this form to the Campus Reservations Manager or Worner Center Desk **A MINIMUM OF 10 WORKING DAYS IN ADVANCE OF YOUR EVENT.** A copy of this form will be returned to you as confirmation

<u>If you Need ...</u>	<u>Call ...</u>	<u>Phone #</u>
to reserve a facility on campus	Campus Reservations Manager	X 6608
to discuss changes, logistics, final count, equipment, and physical set-up	Campus Reservations Manager AND Events Coordinator/Facilities Services	X 6608 X 6074
Catering request and/or information	Catering Director, Bon Appetit	X 6673
Audio Visual Services	Equipment Reservations Special Events Supervisor	X 6378 X 6382
to Register an Event With Alcohol		
Students	Campus Activities	X 6800
Faculty/Staff	Legal Counsel Office	X 6703
to reserve Armstrong Theatre	Campus Reservations Manager	X 6608
to reserve Packard Hall	Packard Hall Music Coordinator	X 6545
to reserve Shove Chapel	Shove Chapel Manager	X 6638
to reserve venues in Cornerstone Arts Center	Campus Reservation Manager will direct you to appropriate department	X 6608

- There may be additional charges for:**
- ✓ **set-up / take-down if overtime is required**
 - ✓ **technician provided by audio/visual services (labor charge assessed)**
 - ✓ **untimely submissions may incur an audio/visual service fee**
 - ✓ **electrical needs**
 - ✓ **rental of equipment that the college does not have available**
 - ✓ **additional charges for cleaning, damage repair of facilities or grounds**
 - ✓ **security personnel beyond regularly scheduled guards**
 - ✓ **parking arrangements for large events (400 or more attendees)**

Events with Alcohol

For **student** events with alcohol, you **MUST** register your event with the Campus Activities Office by completing an Events with Alcohol Registration Form. This form must be submitted to Campus Activities a minimum of two weeks prior to your event. If you need assistance or have questions, please contact the Campus Activities Office at X 6800.

Faculty and Staff who wish to sponsor a college function with alcohol must register the event with the office of the Legal Counsel. Registration forms must be submitted to the office of Legal Counsel at least two weeks prior to the function. Please submit the approved alcohol event form to the Campus Reservations Manager. Non-campus groups are not allowed to serve alcohol.

Audio Visual Inventory

<i>The following equipment is available From AV.</i>	
<i>In the event that inventory of specific items is insufficient for demand, AV will rent additional units from a local vendor, with those costs passed on.</i>	
<u>Current Labor Rate if Overtime: \$25.00 per hour.</u>	
<i>Colorado College Audio Visual Services is not responsible for tapes, discs, or other media damaged or lost during use in College equipment or venues.</i>	
Item	Additional Information
Installed Sound Systems	
Price includes one mic, stand or gooseneck, and sound system. Price <u>does not</u> include use of installed data projectors.	These venues may require CCAVS technician. For concerts and similar events, a more powerful sound system may be required. CCAVS will notify the Conference Office with estimate if necessary.
EKG - Cornerstone Arts Center - South Theatre	CC technician required
EKG - Cornerstone Arts Center - Main Space	CC technician maybe required
Armstrong Theater	CC technician required
Packard Hall Auditorium	CC technician required
Shove Chapel	CC technician required
Bemis Great Hall	
Gaylord Hall	
Gates Common Room	CC technician required for set-up
Loomis Lounge	
McHugh Commons	CC technician required for set-up
Slocum Commons	
Reid Gymnasium	CC technician required for set-up
Kresge Auditorium (Tutt Science 122)	
Portable Sound Systems	
Powered speaker	
Wireless powered speaker	
Stand	
Microphone mixer	
Large Mixer, Amps, Speakers, Monitors	CC technician required
Powered mixer with speakers	
Small Portable Speaker w/Microphone	
Audio Recorders, Players	
Boombox (cassette, CD)	
Hand-held digital recorder	
Computer Equipment	
Laptop computer	
Smartboard interactive whiteboard	Available in Barnes PC lab only
Projectors	
7000 Lumen LCD Projector installed in	
CAC South Theatre, Screening Room, Armstrong Theatre	
Data/video projector	
Slide projector, 35MM	
Overhead projector	
Projection Screens	
70" x 70" tripod or installed	Free with projector rental
8' x 8' tripod or installed	Free with projector rental
10' x 10' portable	CC technician required for set-up
Large installed	Free with projector rental

Item	Additional Information
Video and Data Presentation	
Data/Video projector	
Smart Cart	Includes data projector, DVD, VCR, speakers.
TV/VCR/Cart system 26"-30"	
TV/VCR/Cart system 20"	
TV 24"-30"	
TV 13"-20"	
Video Play Back	
VHS & DVD Combo - U.S. standard	
VHS & DVD Combo - multi-standard	Plays U.S. and foreign tapes
Video Cameras	
Digital camcorder, mini-DV	
Document camera system	
Tripod	
Still Cameras	
Digital still, Mavica	
Film still, 35MM	
Tripod	
Lighting	
Video lighting kit	
Theater lighting instruments	CC technician required for set-up.
Follow spot	CC technician required
Satellite Downlink	
Downlink w/ live viewing room	Viewing: Armstrong 11, Slocum Coms. and Max Kade Theater.
Downlink w/ VHS taping only	
Downlink w/ taping & live viewing	
Telephone service	Long distance charges will be applied.
Microphones, Accessories	
Standard mic	
Special Microphones	
Wireless mic system w/ 1 mic	Specify lavalier or hand-held
Additional wireless mic	
Stand: floor, boom, or table	
Conference microphone system	Includes 4 stations. CC technician required for set-up.
Additional conference mic stations	
Other Items	
Laser pointer	
Headphones	
AV cart	
Safe-lock projector stand	

Audio Visual Equipment Price List

AV Prices for Outside Groups		
<i>The following equipment is available for rental. Please make all arrangements well in advance.</i>		
<u>The rental rate listed is for the first day. Subsequent days are charged at 1/2 the daily rate.</u>		
<i>In the event that inventory of specific items is insufficient for demand, AV will rent additional units from a local vendor, with those costs passed on.</i>		
<i>Skilled technicians are available to support your events at an additional cost.</i>		
<u>Current Labor Rate: \$25.00 per hour.</u>		
<i>Colorado College Audio Visual Services is not responsible for tapes, discs, or other media damaged or lost during use in College equipment or venues.</i>		
Item	Rate	Additional Information
Installed Sound Systems		
Price includes one mic, stand or gooseneck, and sound system. Price <u>does not</u> include use of installed data projectors.		These venues may require CCAVS technician. For concerts and similar events, a more powerful sound system may be required. CCAVS will notify the Conference Office with estimate if necessary.
EKG - Cornerstone Arts Center - South Theatre	\$ 225.00	CC technician required
EKG - Cornerstone Arts Center - Main Space	\$ 65.00	CC technician maybe required
Armstrong Theater	\$ 150.00	CC technician required
Packard Hall Auditorium	\$ 150.00	CC technician required
Shove Chapel	\$ 150.00	CC technician required
Bemis Great Hall	\$ 50.00	
Gaylord Hall	\$ 50.00	
Gates Common Room	\$ 50.00	CC technician required for set-up
Loomis Lounge	\$ 50.00	
McHugh Commons	\$ 50.00	CC technician required for set-up
Slocum Commons	\$ 50.00	
Reid Gymnasium	\$ 100.00	CC technician required for set-up
Kresge Auditorium (Tutt Science 122)	\$ 50.00	
Portable Sound Systems		
Powered speaker	\$ 25.00	
Wireless powered speaker	\$ 35.00	
Stand	\$ 10.00	
Microphone mixer	\$ 25.00	
Large Mixer,Amps,Speakers,Monitors	\$ 250.00	CC technician required
Powered mixer with speakers	\$ 95.00	
Small Portable Speaker w/Microphone	\$ 15.00	
Audio Recorders, Players		
Boombox (cassette, CD)	\$ 25.00	
Hand-held digital recorder	\$ 15.00	
Computer Equipment		
Laptop computer	\$ 100.00	
Smartboard interactive whiteboard	\$ 80.00	Available in Barnes PC lab only
Projectors		
7000 Lumen LCD Projector installed in CAC South Theatre, Screening Room, Armstrong Theatre	\$ 285.00	
Data/video projector	\$ 185.00	
Slide projector, 35MM	\$ 25.00	
Overhead projector	\$ 25.00	
Projection Screens		
70" x 70" tripod or installed	\$ 10.00	Free with projector rental
8' x 8' tripod or installed	\$ 10.00	Free with projector rental
10' x 10' portable	\$ 25.00	CC technician required for set-up
Large installed	\$ 50.00	Free with projector rental

Audio Visual Equipment Price List

Item	Rate	Additional Information
Video and Data Presentation		
Data/Video projector	\$ 185.00	
Smart Cart	\$ 225.00	Includes data projector, DVD, VCR, speakers.
TV/VCR/Cart system 26"-30"	\$ 75.00	
TV/VCR/Cart system 20"	\$ 50.00	
TV 24"-30"	\$ 50.00	
TV 13"-20"	\$ 25.00	
Video Play Back		
VHS & DVD Combo - U.S. standard	\$ 25.00	
VHS & DVD Combo - multi-standard	\$ 50.00	Plays U.S. and foreign tapes
Video Cameras		
Digital camcorder, mini-DV	\$ 35.00	
Document camera system	\$ 225.00	
Tripod	\$ 15.00	
Still Cameras		
Digital still, Mavica	\$ 35.00	
Film still, 35MM	\$ 15.00	
Tripod	\$ 15.00	
Lighting		
Video lighting kit	\$ 40.00	
Theater lighting instruments	\$ 25.00	CC technician required for set-up.
Follow spot	\$ 50.00	CC technician required
Satellite Downlink		
Downlink w/ live viewing room	\$ 200.00	Viewing: Armstrong 11, Slocum Coms. and Max Kade Theater.
Downlink w/ VHS taping only	\$ 150.00	
Downlink w/ taping & live viewing	\$ 250.00	
Telephone service	\$ 50.00	Long distance charges will be applied.
Microphones, Accessories		
Standard mic	\$ 10.00	
Special Microphones	\$ 20.00	
Wireless mic system w/ 1 mic	\$ 80.00	Specify lavalier or hand-held
Additional wireless mic	\$ 40.00	
Stand: floor, boom, or table	\$ 10.00	
Conference microphone system	\$ 80.00	Includes 4 stations. CC technician required for set-up.
Additional conference mic stations	\$ 15.00	
Other Items		
Laser pointer	\$ 15.00	
Headphones	\$ 5.00	
AV cart	\$ 10.00	
Safe-lock projector stand	\$ 10.00	

Menu Selection

Bon Appetit (catering@coloradocollege.edu; x6576 – Angelina Rice – Catering Manager, Letina Matheny – Catering Director) is the on-campus caterer; you may use them but are not required to. ***exception is events at 1210 Wood or Stewart House - must use Bon Appetit for events at these house (exceptions made on a case by case basis only)

***keep in mind when using an off campus caterer, there are often additional delivery fees, fees for linen, china (dishware), etc, and they do not know the campus, so you will need to be more involved with your event (ie: be there to call security to have them open doors, etc)

When thinking of what type of food you want at your event, look at the event as a whole and at your budget (ie: mid morning or mid afternoon are easier on a catering budget as you are between meals and only need to provide your guests light refreshments, as opposed to a full meal); consider whether the food is a main/big focus of the event, or just a “perk”.

If you are booking an event over a meal time (ie: 12pm – 1pm, 6pm – 8pm, ETC), the expectation from your guests will be a full meal UNLESS OTHERWISE NOTED ON YOUR INVITATION (and you must be very clear – ie: invited to a cocktail reception from 6p – 7pm – LIGHT refreshments will be offered)

Hors d’oeuvre or buffet meals are not always necessarily cheaper.

Appetizer stations/buffet/stations tend to encourage guest interaction with each other and the chefs – can be formal or informal; preplated or served works well for meetings, table discussions; can be either formal or informal; family style encourage discussion among the guests at each table.

Have fun with the menu when possible

ie: Bon Appetit uses local when possible foods – maybe your theme is “Colorado”

think outside of the box – ie: afternoon break (maybe a “kids” theme w/ animal crackers, “ants on a log”, pbj finger sandwiches, etc)

Remember dietary needs – there are a lot of allergies/dietary restrictions out there; your caterer can almost always accommodate, as long as they know (ie: labeling if something contains nuts, having vegan options available on the side (or if a bigger number of folks are vegan, having on buffet), etc; note – if something is on a buffet, you need to plan that everyone will take some (so if you have a group of 100 and are serving chicken, and one vegetarian in that group, you should keep the vegetarian option on the side and let the guest know to ask the server for it instead of having entire entrée on buffet);

Do not forget to call in a count at date specified by your caterer *this is very important – it affects not only your total price, but affects ordering of the food, staffing, etc. You are typically billed on a final guaranty or actual count, whichever is higher (so if you forget to call in your count and your number went down, you’ll be billed for that original number)**

If you don’t see something on a printed menu, ASK.

B O N A P P É T I T

M A N A G E M E N T C O M P A N Y

food services for a sustainable future®

Our Dream

Our Dream is to be the premier onsite restaurant company known for its culinary expertise and commitment to socially responsible practices.

We are a culture driven to create food that is alive with flavor and nutrition, prepared from scratch using authentic ingredients. We do this in a socially responsible manner for the well being of our guests, communities and the environment.

CATERING POLICIES & PROCEDURES

Office Hours

- Bon Appétit Catering office hours are Monday – Friday from 8:00 a.m. – 5:00 p.m., closed on some holidays. We are also on campus most weekends.

Bon Appétit Catering Management

LeTina Matheny-Catering Director-(719)213-8460- LeTina.Matheny@Coloradocollege.edu

Angelina Rice-Catering Manager-(719)389-6576- Catering@coloradocollege.edu

Placing Your Order

- Catering orders may be placed via email, telephone, or in person. Email orders should be sent to catering@coloradocollege.edu. Telephone orders and inquiries should be addressed to the Catering Manager Angelina Rice at 719-389-6576. Visit www.cafebonappetit.com/coloradocollege for more information and photos.
- When making your reservation, please include number of tables, chairs, trash cans, recycling bins, or any other non food related information necessary for Bon Appétit catering staff.
- Room cleanup will normally be done by Bon Appétit staff immediately following the event.
- Catering orders are not booked or confirmed until you are contacted by Bon Appétit with a confirmation.
- After your order is placed, you will receive a Banquet Event Order form from the Bon Appétit Catering Department to be confirmed.
- Catering orders must be placed no later than seven (7) business days prior to the event. Proper notice enables us to adequately order, staff, and plan for your event.
- A confirmation and guarantee of guest count, event times, location, room set-up and menu choices must be completed at least three (3) business days prior to your event. Charges may be incurred if cancellations or changes are made after this time frame. If Bon Appétit Catering is not contacted with final count details within 3 business days will prepare for the original estimated number and charge accordingly.
- Some food selections may be limited based on seasonal availability, location of event and number of attendees.

Late Orders

- Bon Appétit catering will make every attempt to accommodate last minute requests based on product availability and previously scheduled catering events. Late orders that are filled are subject to a late fee.

China Usage

- Unless otherwise specified, disposable service ware is included in our catered event pricing.
- Formal service ware (china, silverware and glassware) is available for most catered events. A charge of \$1.50 per person for basic china set-up. If you are having a reception or any additional courses you will be charged additional for china usage will be applied to events where such wares are requested. An additional \$1.00 per person will be charged for receptions prior to lunches or dinners.
- We are able to provide formal service ware for up to three hundred (300) persons at any one time (available on a first-come-first-served basis). Additional formal service ware may be rented at the client's expense.
- Bar events requesting glassware will be charged 0.50 cents per wine/beer glass and 0.75 cents per champagne flute.
- Depending on the location of your event on campus you may be charged for additional staff if you want to use china at your event

Dietary Restrictions

- In the interest of providing a safe and enjoyable catering experience, it is important that our clients make Bon Appétit Catering fully aware (in advance) of any guest dietary restrictions, food sensitivities and/or allergies. Depending on the dietary need there may be an additional charge.

Menu & Guest Count Changes

- Any cancellations or changes to menu selections, guest counts and other event details must be confirmed no less than three (3) business days prior to the event date.
- Event cancellations with less than the specified notice will result in the client being charged 50% of the total contracted order price. Event cancellations must be confirmed in writing.
- Event cancellations occurring within 24 hours of the event will result in the client being charged 100% of the total contracted order price (including any charges for rented equipment, linens, floral arrangements, et cetera.)

Onsite Deliveries

- Delivery is complimentary for all onsite orders of \$40.00 or more. For orders not meeting this amount, clients may request onsite delivery for a \$15 service fee, or in some instances, pickup catered goods at our kitchen for no additional charge

Payment for Catering Services

- Bon Appétit must have a means of guaranteeing payment at the time an order is placed. This guarantee may be in the form of a credit card number, departmental credit card number or a check for 50% of the total cost.
- Payment in full must be received by the day of the event.
-

Prices

- • Menu prices are based on current market conditions and are subject to change.
- • Price quotations cannot be guaranteed more than thirty (30) days in advance.

Weather Cancellation

In the event of The Colorado College being closed due to inclement weather, all catering events will be automatically cancelled and no financial charges will be incurred.

Linen Fees

- Standard color linens and draping for guest dining tables and food and beverage tables will be provided at no charge for all full service meals. Linen for any additional tables needed for your event not directly used for food or seating will be \$10 per table cloth.
- For reception style events including continental breakfasts cloths for food tables will be provided at no charge. Linen for additional linens will be an additional \$10.00 per cloth.
- If table draping is needed for your event, please discuss this when placing your order. \$20.00 per table.

Service Charges

- Event appropriate service, setup and room cleanup are included in our menu prices. Bon Appétit catering staff will be provided during the first 2 hours of service. If additional staff time is needed, a fee of \$25 per hour per catering staff will be charged. We recommend one catering staff for every 50 guests for receptions and events.

Rented Goods & Charges

- Rented goods, service ware and equipment may be necessary for client events for a number of reasons. These may include:
 - Extensive use of Bon Appétit Catering's own china and silverware at another, previously scheduled event.
 - Client requests for specialty linen, service ware, flowers, or other décor items
 - When the above mentioned additional rental needs is required, Bon Appétit catering can facilitate these rentals and an appropriate rental charge will be added to the event invoice based on rental prices and coordination needs.
 - Outdoor events requiring a gas grill will require the rental of such grill for use at that event. Grill rental will be coordinated by Bon Appétit catering and rental fee will be applied to event invoice.
- Any missing items from events will be charged back to the client

Floral Arrangements

Small table arrangements are \$15.00. Large arrangements are \$75.00 each. For specific floral arrangement requests additional fees may be applied. Or you may supply your own.

Non-University Affiliated & Off-Site Catering

If you are interested in Bon Appétit as a caterer for an off-site and/or non-university sponsored event, please contact our Catering Department at 719-389-6576. Client will be responsible for applicable tax.

Minimum Orders

Offsite delivery is possible for orders of \$100 or more. Orders not meeting this amount may be available for client pickup at no charge.

Service Fees

Third party catered events are subject to a 10% service fee

Delivery Fees

Offsite deliveries will be assessed a delivery fee based on distance and order size.

Payment for Catering Services

- ✦ Bon Appétit must have a means of guaranteeing payment at the time an order is placed
 - ✦ Clients must provide a 50% down payment on the contracted total no less than three (3) days prior to the event *or* provide Bon Appétit with a valid credit card number as guarantee of payment.
- Payment in full must be received by the day of the event.

Additional Notes

Bon Appétit (catering@coloradocollege.edu; x6576 Angelina Rice - Catering Manager, Letina Matheny - Catering Director) is the on-campus caterer; whereas we strongly recommend you supporting our campus food provider, you are not required to. The Bon Appétit Catering Department is always willing to work with you on your event in terms of food needs and budget ***exception is events at 1210 Wood or Stewart House - must use Bon Appétit for events at these house (exceptions made on a case by case basis only)

***keep in mind when using an off campus caterer, there are often additional delivery fees, fees for linen, china (dishware), etc, and they do not know the campus, so you will need to be more involved with your event (ie: be there to call security to have them open doors, etc)

When thinking of what type of food you want at your event, look at the event as a whole and at your budget (ie: mid morning or mid afternoon are easier on a catering budget as you are between meals and only need to provide your guests light refreshments, as opposed to a full meal); **if you are booking an event over a meal time (ie: 12pm – 1pm, 6pm – 8pm, ETC), the expectation from your guests will be a full meal UNLESS OTHERWISE NOTED ON YOUR INVITATION (and you must be very clear – ie: invited to a cocktail reception from 6p – 7pm – LIGHT refreshments will be offered)**

*consider whether the food is a main/big focus of the event, or just a “perk”

Hors d'oeuvre or buffet meals are not always necessarily cheaper; let your catering manager know what you are looking for, a price, and ask their suggestions appetizer stations/buffet/stations tend to encourage guest interaction with each other and the chefs – can be formal or informal; pre-plated or served works well for meetings, table discussions; can be either formal or informal; family style encourage discussion among the guests at each table ***keep in mind this takes additional dishes/serving ware and occasionally staff

- Have fun with the menu when possible
- Remember dietary needs
- Do not forget to call in a count at date specified by your caterer ***this is very important.

Events That Involve Alcohol

- All events with alcohol need to have the approval of Legal Counsel; you will need to fill out an Alcohol Request Form; this will need to be turned into Legal Council (See sample) (Carolyn Madsen – Carolyn.madsen@coloradocollege.edu) in Armstrong – 2nd Floor – President’s Office – 2 weeks prior to you event
- You will need to provide any alcohol being served. (Arrange for delivery or bring, arrange for pick up or take back w/ you – Bon Appetit will only SERVE your alcohol) We typically work w/ Coaltrain 719-475-9700, as they are close, deliver to the event, and buy back any unopened (bottles of wine/liquor) and unbroken (6 packs, 12-packs of beer) items, but you can use whomever.
- All alcoholic beverages must be served by Bon Appétit staff in designated areas.
 - In order to have alcohol served at your event you must fill out an alcohol request form to be approved; you can either call Carolyn Madsen at 389-6703 or email her at Carolyn.madsen@coloradocollege.edu.
 - All student groups must go through Jeff Cathey to get approval for alcohol events.
- Alcohol must be provided by the client and should be delivered to the location one hour prior to the event start time. If you are interested in having a cash bar, alcohol will be provided and sold by Bon Appétit. The only place a cash bar can be held is on the main level of Worner Center. For additional information regarding alcohol service please contact the Catering Department.
- Bon Appétit will provide one bartender for every seventy-five (75) guests at events where alcoholic beverages are offered. They charge a \$25 per hour fee for each bartender, 3 hour minimum. Client will be responsible for paying a 30 minute set-up fee and a 30 minute break-down fee.
- If your event involves liquor at a dinner or reception, a full bar set-up is \$3.50 per person. The bar set-up will include containers for alcohol, non-alcoholic beverages and mixers, fruit, ice, napkins and glassware. Events hosting beer and wine only will be charged a separate fee for glassware or biodegradable products.
- Bon Appétit reserves the right to refuse service of alcoholic beverages to any person.
- Underage people may NOT be served! If you have a group where some of your guests may be under 21, mark their nametags (maybe a colored dot or ?) and alert the bartenders; if you do not have nametags at your events, guests must be carded – no id, no liquor.
- You **must** always provide food of some sort when providing liquor.

**REQUEST TO SERVE ALCOHOL
(Employee Functions)**

Please fill out this form and return to **Chris J. Melcher**, Legal Counsel, Armstrong Hall, Room 209.

- 1. College office sponsoring event: Pres ofc
- 2. Person responsible for event: Kimmy Ext. 6174
- 3. Name of event: DCE Downtown Partnership
- 4. Date of event: Thurs 9/24 Time of event: 530-9
- 5. Will students/individuals under 21 be present? Yes* or No

*If yes, please indicate name of company providing trained servers/bartenders:
BA

6. Check which area event is to be held:

- | | |
|---|---|
| <input type="checkbox"/> 1210 Wood Avenue | <input type="checkbox"/> McHugh Commons |
| <input type="checkbox"/> Armstrong Great Hall | <input type="checkbox"/> Outside Areas *** |
| <input type="checkbox"/> Bemis Great Hall ** | <input type="checkbox"/> Packard Lounge or Gallery |
| <input type="checkbox"/> El Pomar Foyer/Gym | <input type="checkbox"/> Slocum Commons |
| <input type="checkbox"/> Facilities Services | <input type="checkbox"/> Stewart House |
| <input type="checkbox"/> Gates Common Room | <input type="checkbox"/> Tutt Alumni House |
| <input type="checkbox"/> Gaylord Hall ** | <input type="checkbox"/> Woman's Club (20 Mesa Rd.) |
| <input type="checkbox"/> Hulbert Center | Other, please specify |
| | <u>CAC - main space</u> |

K. Peterson
Signature of Person Making Request

7/23/09
Date

Approval: Granted

Denied

Chris J. Melcher
Legal Counsel

Date

- * Please note that when individuals under 21 are present, trained servers/bartenders must be used.
- ** Only wine and beer with food may be served at events in these areas.
- *** The serving of alcohol in outdoor areas that are visible from a public street requires extra measures to ensure that uninvited persons are not served alcohol.

Alcoholic beverages cannot be sold on the Colorado College campus unless a Special Events Permit has been issued by the City of Colorado Springs.

Events That Involve Students

- Students should be welcomed, and encourage, to attend events when appropriate. They are our lifeblood here at CC. We offer a multitude of events, lectures, films, etc, that will expose them to different ways of life, culture, and thoughts. Things to remember when inviting students to your events:
 - They will not plan ahead—typically they can plan within a block only.
 - They perhaps have not learned the importance of RSVP yet—you may need to follow up with them prior to your RSVP date if you have not heard from them.
 - Free food is a good motivator for students to attend.
 - If you are serving alcohol, students under 21 may NOT be served. You should know the ages of the students attending your event and mark their nametag/placecard accordingly so the bartender will know which students are or are not 21.

Guest Lists

Think through who your audience should be.

In addition to your list think about donors, other departments, etc that should be invited.

Invitations and printing requirements

Invitations that are from the President should read:

Colorado College President, Richard F. Celeste cordially invites you to . . .

- The CC printshop has invitation stock and envelopes.
- The standard CC invitation stock are for A6 envelopes.
- This stock can be printed through your printer or given to the printshop to print. Make sure to give them enough time to print your invitations. This could take a few days.
- If you are planning a high end event, print the addresses directly onto the envelopes using mailmerge. Do not use labels for high end events when possible.

CC Nametags and Place cards

The CC printshop also has CC nametag stock and CC Place card stock.

- When possible, list the class year along with the name whether it's current students or alumni on nametags. See sample sheet.

When you are doing place card seating, make a seating chart in alphabetical and by table. See attached samples.

Sample of CC Nametags

Kelly Bartholow '10

Tania Romney '09

Susan Ashley

Dean of the College and Faculty

Mathew Stenger '68

Fernando Loew '10

Beth Brooks '80

**Director, President's Office
Parent of Jess '08 and Michael '11**

Javier Smithey

Allie Montalvan '08

Place card sample

Sandy Adasek

Peter Agnew

Jeremy Adams

Sylvia Adams

Kate Alderton

Karen Aitchison

2008 Scholarship Dinner

Table Assignments by Table

Table 1

Kristina Butler
Kathleen Burgwyn
Henry Ellis
Lisa Gamelsky
Emma Gillespie
Jennifer Ichien
Timothy Lemmon
Tyler Linger
George Linger
Jeane Rutledge

Table 2

Courtney Autabee
Aaron Autabee
Betty Calderon
Michael Drake
Tom Gutierrez
Sarah Cheley Johnson
Carolyn Lukens
Sharry Tarr Lundquist
Jacqueline Worley
Hank Worley

Table 3

Isabel Andrews
Chloe Celeste
Raymond Hansen
Jeff Manson
Kylie Marble
Jesse Petros
Emily Stenovec
Andy Stumhofer
Dick Werner
Lisa Werner

Table 4

Robert Baer
Dillon Kraft
Daniel Brooks
Jordan Brunsteter
Halley Elder
Steve Kretz
Adam Mommandi
Wagma Waldeck

Table 5

Riley Herron
Elena Kincannon
Mary King
Laura Lord
David Paddock
Charles Ravin
Erin Rubin
Daniel Rubin
Ron Wyman

Table 6

Molly Bock
Megan Luong
Janie Mansanarez
Cameron Riedel
Kie Rittenhouse
Jobediah Rivet
Nicole Rodriguez
Sarah Smith

2008 Scholarship Dinner

Table Assignments by Alpha

<u>Name</u>	<u>Table</u>	<u>Name</u>	<u>Table</u>
Adams, Tiffany	21	Buljung, Joan	20
Adasek, Peter	14	Burgwyn, Brianna	1
Agnew, Sandy	23	Butler, Henry	15
Agnew, Jeremy	23	Butler, Christi-Marie	1
Aitchison, Sylvia	8	Burdi, Kathleen	17
Alderton, Kate L.	26		
Alexander-Oates, Karen	9	Caffrey, Sarah	8
Allen, Dianna	27	Calderon, Kristina	2
Alvarez, Hunter	22	Carter, Michael	16
Andrews, David	3	Caster, Kasandra	23
Anstadt, Lisa	17	Celeste, Rachel	3
Autobee, Erin	2	Chavez, Richard	25
Autobee, Betty	2	Chavez, Kelli S.	19
		Christensen, Marisela I.	16
Baer, Thomas	4	Chung, Jacinta	10
Baltazar, Dillon	14	Coffey-Urban, Yeasol	23
Bates, Vanessa	13	Cook, Aubrey	19
Bennett, Tristan	27	Crowley, Justin	13
Benson, Jill	24		
Berry, Chloe M.	19	Deffenbaugh, Mark	21
Blickensderfer, Megan E.	21	Diener, Lincoln	12
Bobier, Tom	22	Dines, Max	15
Bobier, Megan J	22	Drake, Anselm	2
Bobier, Jessica	22	Dunn, Courtney	23
Bock, Darold.	6	Dutta, Robin	18
Bolen, Maxine	9		
Bonner, Jordan	10	Edmonds, Somhrita	11
Brooks, Gillian	4	Elder, Mike	4
Brothers, Michael	14	Ellis, Steve	1
Brothers, Dwight	14	Etter, Lisa	20
Broughton, Sue	26		
Broughton, Dona	26		
Brunsteter, Robert	4		
Buell, Halley	20		
Buell, Bruce	20		

Getting the Word Out

Event publicity

The office of communications can assist you with publicizing your campus event. Take a deep breath and repeat after me ... “Plan Ahead.”

Scheduling:

Your event stands a better chance of getting a good turnout if it isn't “competing” with other high-profile events on campus. We strongly recommend that prior to scheduling your event in the first place, you look at the CC news and events calendar and avoid scheduling your event on days when other campus events have already been scheduled.

Publicity:

The Plan Ahead mantra will help you here too. The more advance notice you can give our office about your scheduled event, the better your chances of getting people to your event. Here are some options for getting the word out on your event through electronic and other media that we can assist you with:

- CC News and Events Web calendar listing (free—see next page)
- Notify media of event (free)
- Notify key community members (free)
- TV screens announcement in Worner and major residential halls (free)
- CC Digest announcement (free)
- Other community events Web calendars, like peakradar.com
- Public service announcements on KRCC (free)
- Paid on-air radio announcements (ads) on KRCC
- Paid display advertising in local newspapers (Gazette, Fresh Ink, Independent)

Thinking beyond posters

People often want to produce and distribute a printed poster to publicize their event. However, President Celeste has asked our office to scrutinize our assumptions for doing printed pieces, and encourage more electronic distribution of messages. Therefore, we recommend you use media other than printed posters to get the word out about your event.

If you feel you must have printed posters to promote your event, you have several options:

The Press at Colorado College can produce original, art-quality letterpress posters with (here it is again) plenty of lead time. Contact the Press' student worker and Poster Press coordinator Jody Joyner jody.joyner@coloradocollege.edu or Colin Frazer, 389.6376 colin.frazer@coloradocollege.edu

We can also recommend a freelance graphic designer for poster design at your cost.

CC's online calendar of events: *It's free, it's easy, and you can do it yourself.*

If your event is listed on the CC Calendar of Events, it will be easy for anyone browsing the CC website to find. If someone has heard about your event somewhere else, it's nice for them to be able to check our site for details if they want to come. In addition, if your event is submitted by the 10th of the month before it actually occurs, it will be included in a media blast to ALL the local media outlets: print, radio, TV, everything. (For example, if your event is on November 3, you would want to submit the details by October 10 to make it into the media blast.) This does not guarantee that the media will extensively cover your event or will consider it to be "news;" however, it does guarantee a mention in their various community events listings, which most media outlets provide in weekly or daily format. There are also several thousand local residents who ask to receive a copy of our monthly calendar via email or regular mail. It's the single easiest way to get the word out to the most people.

How to do it? First, get the pertinent information about your event in one place where you can easily refer to it. If you have a picture of your speaker, performing troupe, or the book cover, etc. handy on your computer, you can upload that too.

1. Go to CC's web site, www.coloradocollege.edu from anywhere on campus.
2. There is a blue task bar along the left side of the page. Click on the button that says "Submit Event Information."
3. A dialog box will appear. You should log in using exactly the same user name and password you use to log in to your CC email each day.
4. You will be taken to a web form as shown below. Simply fill out each field as asked. One thing to note: the default for safety's sake is always that your event is NOT open to the general public, and that you do NOT wish to notify the media. But in many cases, it is and you do! So please verify whether the circle beside these two questions is checked for yes or no.
5. Your brief description should be just that: brief. One paragraph is ideal, two is okay. More than that is really too much for this purpose. Try to avoid lots of exclamation points and "join us for a fun day" as this isn't suitable for most media calendars. Likewise, try to avoid jargon or lengthy academic C.V. information on your speakers, as the audience is the general public.
6. Sponsored by: this can be the sponsoring academic department, and/or community organization, and/or endowment or charitable fund. You will save us a little time by remembering to capitalize the names of endowments and community organizations, but *not* capitalizing the names of CC academic departments and divisions. If it's within CC, you won't have to say so, as this will be assumed. For example, "the music department" is correct, but "The Department of Music of Colorado College" will be edited to the former.
7. **Tickets?** The default is that no tickets are required. If they are, click yes, and a text box will automatically appear giving the Worner Desk as the default location for picking up tickets in advance of your event. If you want to change this, you can, but please be sure that whatever location or phone number you provide is ready to handle requests for tickets!

8. When you are finished filling out the form, click on “Submit Event.”
9. You will be taken to a preview of your listing. Please review it for accuracy. You will be able to either: “Go back and edit event” or say, “Looks great, make it LIVE.” Once you click that, your event will be live on the web!
10. This page is also where you will have the opportunity to browse for a photo on your computer that you may upload to have included as a thumbnail picture next to your listing. A picture always makes your event listing more visually compelling. Please use JPG files rather than bitmaps (BMP) and also make sure that the file is compressed for web viewing (we don’t need massive 4MB images on the web.) Once you’ve located the picture file on your computer, click on “Upload Image.”
11. You should receive an email right away confirming that you have submitted an event. This email also goes to someone in the Communications Dept. If you don’t receive the email, try again and make sure you entered your email address correctly in the field provided in the form. If that still doesn’t work, or if you have any difficulty making changes to an existing listing and need some help, then you can call Connie at ext. 6835.

Colorado College | CC Monthly Calendars - Windows Internet Explorer

http://www.coloradocollege.edu/news_events/calendar/create.asp?month=9&day=18&year=2009&startday=9/1/2009&endday=9/1/2009&endday=9/1/2009&endday=9/1/2009

File Edit View Favorites Tools Help

Web Search Bookmarks Settings Mail Weather Flickr Finance eBay

Colorado College | CC Monthly Calendars

If you haven't filled out a Facilities and Services Request Form, contact the Worner Center Information Desk (extension 6608).

CU NEWS CONTACTS

PODCAST

CC PUBLICATIONS

LOCAL NEWS LINKS

SEARCH THE CC CALENDAR

ATHLETIC NEWS & EVENTS

ALUMNI EVENTS

ACADEMIC CALENDAR

CONTACT US

CHECK EMAIL

SEARCH

SITE MAP

HOME

Editing privileges: (last for staff, f_last for students)

Make event live? Yes No

Communications Office featured event? Yes No [Import into news poster](#)

Open to the general public? Yes No

Do you want us to inform the media? Yes No

Would you like this event to be considered for the Podcast page (more info)? Yes No

Contact person: Faculty or administrative person in charge of event

Email address: Be sure to include @coloradocollege.edu if it is a campus address

Phone Number: Contact info is for internal use only and will not be published.

Location:

Event Type:

Time: (hh:mm)

Duration: hours (use whole numbers or decimals)

Date of Event:

Title:

Brief Description:

Start

Internet 100%

9:25 AM

Events Involving the President of the College

President Celeste's schedule is very busy; the earlier you contact the president's office, the better chance you have at getting your event on his calendar.

Contact Linda Petro (x6748; lpetro@coloradocollege.edu) to check President's Celeste availability; we would recommend doing this prior to booking your room.

If President Celeste is attending your event, please get Linda the following 2 business days prior to your event:

- Confirm date of event
- Confirm name of event
- Confirm location of event
- Start and end time of event
- Dress code of event
- Schedule of event (ie: 5pm – guests arrive, 6pm president celeste comments, 6:05pm – awards, 6:30pm – guests depart)
- Any back up for the president (ie: what comments you're expecting him to say, information about your program, etc)
- RSVP List – please include any biographical information you may have on your guests attending this event

Please see attached sample of memo to Linda

Date: Tuesday 9/29/09

Name: Friends of CC/International Students, host families, 1st generation students

Location: Stewart House

time: 5:30pm - 7:00pm

Dress code: business casual

Schedule of event/talking points:

Friends of Colorado College (FOCC) Host Family Reception **Tuesday, September 29, 2009, 5:30-7:00 pm; Stewart House**

As students and host families are checking in, they will write their own name tags by name, country or state of birth.

5:30 pm: Mix and Mingle

(Flags from several countries displayed at name tag table: We will provide the flags)

6:00 p.m.: General Welcome/Explanation of FOCC: Rochelle Mason

Opening Remarks: Roger Smith

- As James Michener once said about intercultural learning..."If you reject the food, ignore the customs, fear the religion and avoid the people, you might better stay home.
- Through intercultural education we're asking learners to transcend traditional ethnocentrism and to explore new relationships across cultural boundaries. It involves explorations regarding alternative ways of knowing and validating what we know...our views of history, the world and reality.
- As major issues in business, government and society are increasingly international and inter-cultural - never before in history has it been so important for people of different cultures to learn about and understand one another.

Presidents Opening Remarks:

- The FOCC program offers countless opportunities to see each culture (domestic and international) through the eyes of its own people; to see beyond stereotypes; to challenge and re-evaluate views and beliefs often taken for granted.
- The best way to assure a variety of ideas on-campus is to recruit students of different experiences and backgrounds...Makes the campus an interesting and exciting place
- Improves academic quality... both inside and outside of the classroom (unique perspectives and outlooks)
- Interacting with host families offers an unparalleled level of cultural immersion and an opportunity to form international and domestic friendships, many of which last a lifetime.

Continued socializing from the conclusion of remarks until 7:00 p.m.

RSVP list: 39 (attached)

Stewart House & 1210 Wood Requirements

USE POLICIES AND GUIDELINES

Stewart House (1228 Wood Avenue) & 1210 Wood Avenue (former President's House)

Considerate, moderate use of Stewart House and 1210 Wood Avenue allows Colorado College to be a good neighbor, to preserve this historic, residential area of our neighborhood, and to protect these two homes from over-use.

Stewart House (1228 Wood Avenue)

- Stewart House is the residence for President Celeste and his family.
- The main level is available for college functions; the house is zoned residential.
Please contact Kim Peterson, ext. 6174, for reservations and information.

Reservations and Set-up

- Kim Peterson, President's Events Coordinator, schedules events at Stewart House and 1210 Wood Avenue. Call Kim at x6174 or email (kim.peterson@coloradocollege.edu) . After coordinating a date with Kim, complete an events form at the Worner Desk for any set-up or security needs.

CC Garden (located at West End of Stewart House Property)

- Hours for the Garden (that gardeners may be there and guests may visit) – 8am – 9pm
- Classes may visit CC Garden between 8am and 2pm Monday – Friday. There can be no more than 20 per class, and no more than 3 visits per week. This needs to be scheduled with the President's Office prior to visiting (Kim Peterson x6174); classes must walk via Uintah and Monument Park (not via Wood Avenue)
- CC Garden may host 4 events per semester with permission only; to be scheduled through the President's office; same guidelines regarding noise and foot traffic as above

Catering

- Bon Appétit is the official caterer at Colorado College.
- Call the catering manager at x6576 (catering@coloradocollege.edu)
- If you will be serving alcohol at your event please contact Carolyn Madsen in the Legal Counsel's office x6703 for an Alcohol Request Form.
- Use of CC vintner wine is mandatory for all functions at Stewart House. We can give you a list or contact Coaltrain Wine and Liquor (719-475-9700) to order directly.

Stewart House & 1210 Wood Requirements

Guidelines for Use

Colorado College Use/Sponsorship

- Events are for the college community, not for the public. Outside groups are not allowed use of the houses except by special approval.
- For each event held, there is to be at least one Colorado College sponsor in attendance who is responsible for the appropriate use of the house and grounds. Sponsors are responsible for any damage or special clean up required.

Frequency of Events

- Activities at 1210 Wood Avenue shall be limited to no more than three per week, Monday-Friday, and will not exceed two weekend events per month. This will be for events only; overnight guests' stays will vary from one night to 4 weeks.
- In scheduling the houses, an effort will be made to avoid simultaneous events happening at both houses. Should this happen we will encourage use of the Woman's Club house as an alternative venue.

Size of Events

- The number of attendees cannot exceed the capacity of the inside first floor public spaces houses. Please call Kim Peterson to ask about capacity for seated dinners.
- Stewart House can accommodate up to 125 guests in the home for receptions and buffet dinners. For sit-down dinners 40-45 guests can be accommodated in 2 adjacent rooms. Additional tables may be set up on the south veranda.
- About 200+ guests can be accommodated for outdoor events.
- 1210 Wood Avenue can accommodate 70 people. Moderate use of outdoor space is permitted.

Noise/Ending Times

- Gatherings at 1210 Wood shall have no outdoor music and must end by 9:00 p.m., with departure of caterers by 10:00 p.m.
- Noise shall be kept at a level that does not interfere with the "quiet enjoyment" of neighbors in their homes and on their properties.

Stewart House & 1210 Wood Requirements

Parking

- CC is mindful of the fact that both houses are located on a residential street where congestion causes problems for neighbors. While this is a public street and the college cannot require that our guests park elsewhere, we will encourage guests to carpool, use a shuttle, or walk from nearby campus parking lots whenever possible.
- CC employees and students are asked to use campus parking and walk to these houses whenever possible.
- Guests are to park only on the furthest west curb of Wood Avenue and are not to block any driveways.
- Please do not park on the inside of the boulevard.
- Shuttle service is available through Facilities Transportation. Please call x6175.

Safety

Use shall be in compliance with city fire codes and will in no way endanger neighboring properties.

*Observing the guidelines for these special houses will help ensure that the CC community may continue to use and enjoy these locations for campus special events. **We hope you enjoy these historic buildings. You may call Kim Peterson, x6174 if you have any suggestions.***

Many thanks to Kathy Lindeman Faculty Club Coordinator for putting this together, and Ginny Kiefer in Tutt Library Special Collections for her assistance.

STEWART HOUSE

The house at 1228 Wood Avenue was designed by Denver architects Ernest P. Varian and Frederick J. Sterner and built in 1898-9 for Mr. and Mrs. Ralph J. Preston. They purchased the land on January 30, 1897 from William H. Earle and Albert D. Davis. Doctor Samuel Le Nord Caldwell in his Century Chest letter of 1901 opined that "some of the finest houses in the city have been built on Wood Ave. in the last few years...[including] the one of Spanish Style of Ralph Preston, whose wife was the daughter of Col. Thompson, one of the Standard oil millionaires." Mr. Preston was a prominent attorney of the firm Hall, Prescott and Babbitt. The design, which used brick, stone columns and Greek Corinthian-like arches to suggest an *Italian Renaissance Palazzo*, was very popular at the turn of the century. It was one of the first homes built on "Millionaires' Row". Mrs. Preston was a favorite and well-loved hostess whose death only two years later due to complications in giving birth to her fourth child, was a shock to the entire community. Her husband immediately sold "the castle".

Mr. and Mrs. Philip Battell Stewart bought the property in 1902 for \$21,000. Philip Stewart became a trustee of Colorado College in 1900 and coached the CC baseball team from 1902-05. He was a successful businessman with interests in mining and Colorado politics having grown up in Vermont where his father had served as governor, congressional representative and Senator. President Theodore Roosevelt was a friend and hunting companion who visited the Stewart home in 1904 or 5 before and after a Colorado hunting trip. Mr. Stewart ran for governor of Colorado unsuccessfully in 1912, became the chairman of the state Republican Party in 1915 and speaker of the Colorado House of Representatives in 1916. He was an avid conservationist and fought exploitation of our state's natural resources as well as corruption in business.

"P.B." Stewart was also an art lover and decorated his home lavishly. A fine collection of Audubon Prints was displayed on the dining room walls. Oriental carpeting covered the ornately carved stairway, hung from the second floor railings and covered the floors throughout the house. Colorful fabric wall coverings from India were used in the south living rooms. The dining room held a "Jacobethan" table and sideboard and the straight-back Elizabethan chairs were covered in needlepoint commissioned by Mrs. Stewart to tell the story of Pocahontas and Capt. John Smith. The "chinoiserie" wall covering was designed by artist Jean Pillement around 1770. The porcelain platter displayed on the mantel was once owned by Robert Louis Stevenson.

The Stewarts contributed generously to the college over the years, donating scholarships and financing the purchase and restoration of "Stewart Field" after the devastating 1935 Monument Creek Flood. In her will, Sarah Frances Cowles Stewart bequeathed her home to CC with the provision that her husband and the caretaker family would live there until their deaths. Mr. Stewart survived his wife by nine years and died in 1954. He had been a CC trustee for over fifty years.

At first the building housed visiting faculty and other guests while President Benezet attempted to find an appropriate "professional or charitable organization" to use the space. Apartments and a "Faculty Club" were also suggested. Complaints from neighbors and zoning questions soon started to limit the possibilities. When Provost James Stauss and his wife Harriet moved in, the House once again became a social center and meeting place for the "Faculty Club". Since his death in 1976, there has been a succession of residents who act as "hosts" for college related functions. In 2002, the house became the Colorado College President's House, with current President Richard Celeste and his family becoming the first occupants.

One can still sense the Stewart home's past grandeur. Although many of the furnishings and valuable artworks have been removed and other pieces have been donated, the dining room still holds the Stewarts' table, chairs and sideboard. The Stevenson platter sits on the mantle. Several family portraits decorate other rooms. The Butler's Pantry (now the kitchen) has a "Bell System" on the wall. The two-story Entryway with its carved columns and paneling in black Italian walnut still provides an impressive welcome to visitors.

President Richard F. Celeste Biography

Richard F. Celeste

POSITIONS HELD

President, The Colorado College, Colorado Springs, CO (2002-Present)
US Ambassador to India, New Delhi (1997-2001)
Managing Partner, Celeste and Sabety Ltd., an economic development consultancy, Columbus/Cleveland, OH (1991-1997)
Governor of Ohio (1982-1990)
Director of US Peace Corps, Washington, DC (1979-1981)
Lieutenant Governor of Ohio (1974-1978)
State Representative, Columbus, OH (1970-1974)
Officer with National Housing Consultants, Cleveland, OH (1967-1974)
Executive Assistant to US Ambassador to India, New Delhi (1963-1967)

BOARD SERVICE

Current:

Glimcher Realty Trust Board, Member, (2007-present)
Garden City Board, Member, (2007-present)
National Association of Independent Colleges and Universities, Board Member, (2006-2008)
American Council on Education, Board Member (2004-2008)
Independent Strategic Assessment Group-US Military Northern Command, Board Member (2003-present)
Health Effects Institute, Chair Board of Trustees (elected April 2001 to succeed Archibald Cox)
Colorado Springs Downtown Partnership, Board Member (2003-present)
Institute of International Education Advisory Board Member (2003-present)
Colorado Festival of World Theatre, Advisory Board Member (2003-present)

Previous:

BP Oil, Cleveland, OH, Member of Northern American Advisory Board (1994-1997)
Republic Engineered Steels, Massillon, OH, Director (1994-1997)
Navistar International, Chicago, IL, Director (1993-1997)
HealthSouth Rehabilitation Corp., Birmingham, AL, Director (1992-1997)

COMMUNITY SERVICE

Current:

Leadership Council of ServiceNation: 2008 Summit on National Service & Civic Engagement

Downtown Partnership, President, 2008

NCAA Presidential Task Force on the Future of Intercollegiate Athletics (2005-2006)

Colorado Forum, Denver, CO (2002-present)

Air Force Academy Foundation, Colorado Springs, CO (2002-present)

Previous:

Colorado Economics Future Panel, member (2004-2005)

Pacific Council on International Policy Task Force for Study on India, Co-Chair (2003-2004)

Carnegie Corporation of New York, Board Member (1994-1997)

Secretary of Energy Advisory Board, Member (1994-1997)

Government-University-Industry Research Roundtable at the National Academy of Sciences
(Chair 1993-1997; Member 1989-1997)

The Leadership Institute, University of Southern California, Member Advisory Board (1992-1997)

AFS Intercultural Programs, Board Member (1992-1997)

Habitat for Humanity International, Board Member (1991-1997)

National Governors Association Committee on Science and Technology, Chair (1988-1990)

Great Lakes Governors Association, Member and Chair

EDUCATION

Yale University 1969

Carnegie Teaching Fellow in History

Oxford University/Exeter College, Oxford, England 1961-1962

Rhodes Scholar – Conducted research for BPhil

Yale University 1959

MEMBERSHIPS

Morys, New Haven, CT
The Elizabethan Club, New Haven, CT
Council on Foreign Relations, New York
Yale Club of New York

HONORS

Delta Sigma Rho-Tau Kappa Alpha 2006 Speaker of the Year Award
National Associate of The National Academies (lifetime appointment)
Pikes Peak Chapter, IAAP Executive of the Year (2004)
Visiting Fellow in Public Policy, Case Western Reserve University (1995-1997)
Numerous honors from Ohio and National Organizations
Named Children's Governor by the Children's Defense Fund (1987)
Rhodes Scholar (1960)
Hatch Prize, Yale University (1959)
Phi Beta Kappa

PERSONAL

Married to Jacqueline Lundquist. Son Sam is twelve as of 2009. Six grown children by his first marriage.

Ms. Jacqueline Lundquist Biography

Jacqueline is a graduate of the University of Virginia, where she earned a degree in Rhetoric and Communications and of the Alliance Francaise in Paris.

Her career has included a variety of fields including hotel sales and marketing, advertising, co-owner of a Washington, DC based public relations firm, reporter for CBS television and for seven years, working with the musical group, The Beach Boys. She has worked on National Community Service issues for President George Bush, Sr. and President Bill Clinton.

As first lady in India, Jacqueline worked on a variety of issues including HIV/AIDS, women's and children's causes, the environment, breast cancer awareness and the promotion of the arts.

Jacqueline is the co-author, along with Sam Celeste, her twelve-year-old son, of the children's book "There's A Mouse in Roosevelt House." In addition, she has an import business where she opens her warehouse to the public approximately six times a year and sells Indian rugs and furnishings, donating a portion of the proceeds to local organizations.

Locally, Jacqueline sits on the board of the Cheyenne Mountain Zoo, the Children's Literacy Center, Womens Foundation of Colorado and the El Pomar Advisory Board.

Jacqueline is the chair of the *1874 Society* at Colorado College. She is married to former Ohio Governor and US Ambassador, Richard Celeste, who currently serves as President of Colorado College in Colorado Springs.

Film Information

If you are planning to show a film for your event, you **must** get a public performance license and this can take some time.

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a movie carries with it the right to show the movie outside the home. In some instances no license is required to view a movie, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, daycare facilities, parks and recreation departments, churches and **non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.** This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Swank Motion Pictures, Inc.

<http://www.swank.com>

(800) 876-5577

Criterion Pictures

<http://www.criterionpicusa.com>

(800) 890-9494

Day of the Event

- Prior to day of event, you should have all of your nametags, placecards, seating charts, handouts, etc printed, ready to go
- Plan on arriving at your event site 1 hour prior to the event; make sure set up is as you requested, audio visual is set up and working for what you need, and catering is getting the event set up. Being there 1 hour early allows you time to fix any issues before the event begins.
- ***I typically ask for catering to be set up 15 minutes prior to the start time of an event***; if set up or a/v is not correct, contact the worner desk and have them contact Mike Starr or Thos Lesser; if food is not correct, contact your catering manager if there is not a catering staff there;
- If you have helpers, get them situated where you want them (ie: greeting folks, registration table, etc)
- Lay out nametags or set out placecards or handouts if needed
- Smile and relax when your guests arrive (they'll be able to "read you" if you're not happy about the event)