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EVENT GUIDE

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Planning Events at Langara

Events help unite our campus and the larger community to connect, learn, and celebrate. However, events are much more complex to organize than meetings, workshops, or regularly scheduled programming. To help you plan your next event, here's a resource guide to get you started.

Step 1: Planning (5Ws)

Planning is the critical first step to a successful event. When you first have an idea to host an event, start by defining your five Ws: who, what, when, where, and why.

WHO... will organize the event?

- Departments and working groups are responsible for planning the events they host.
- Each event should have an event planning team and a designated "Event Organizer" to streamline and manage the event with college partners. Other members of the event planning team should have clearly defined roles and responsibilities.
- Functional resources like AV, IT, SCM, and Facilities on campus require at least a month's notice. Planning well in advance is advised.

WHO... do you want to attend the event?

- Why did you choose them? What is their age range? Is this event for students or employees on campus, or should this event attract the larger community?
- This is an essential question because it will help determine event logistics and the timeline for event promotion.
- *Example: If your event targets the broader community, event promotion should ideally begin six weeks before the event.*
- *Example: On-campus student events may have less complex marketing tactics (social media and digital displays), but you'll still need time to raise awareness – two weeks minimum.*

WHAT... will your event be about?

- Define your event and its goal(s) and purpose(s) in detail. When the crucial information is gathered it will be easier to create impactful key messages to support marketing your event.
- *Example: The event is project kick-off event that requires cross-campus collaboration. Speakers will present a PowerPoint presentation from a laptop and will stream a video with audio.*

WHAT... is the tone of your event?

- What do you want people to feel after they leave your event?
- Event organizers should consider the zero-waste designation.
- *Example: Is this event celebratory or serious? Formal or casual? Informative or mingling?*

WHAT... is your budget?

- Setting your budget from the beginning of the planning process helps guide your catering and swag giveaway decisions – Don't overdo it.
- Discuss your event with your leader, manager, or Cost Centre Manager to determine what is financially feasible.

WHEN... is your event?

- Creating an event program or agenda helps your event stay on track and on time. How long should the event be? When is setup and take down of equipment?
- College hosts *many* events throughout the year. Review the [academic calendar](#), exam periods, holidays, [availabilities](#), regularly scheduled meetings, etc. to find the best time for your event.
- If you require President or ELT presence, consult with their calendars to ensure their attendance. See [Executive Leadership Team – Event Protocols](#) for more information.
- *Example: Is your event able to run overtime? Do your activities or presenters need to be very timely? When will the catering arrive?*
- *Example: November may seem like a quiet time to host an event; however, consider the academic calendar. Are faculty and instructors busy with exam preparations?*

WHAT... is your contingency plan?

- Plan A (initial, best scenario) doesn't always work out. Always have a Plan B (worst-case scenario) when planning an event.
- Plan B is most relevant to outdoor events or those weather dependent. Always consider what could go wrong to create an efficient Plan B.
- *Example: You and your core team complete a What/If analysis*

- *Example: A "Spring Fling" event is scheduled for the front lawn, but it's raining. Its contingency plan has a rainout plan to move the event inside to an auditorium.*

WHERE... is your event?

- Event location can depend on a venue's capacity and availability.
- Booking your event and venue ahead of time can help secure popular spaces. Book at least one month in advance, or more.
- *Example: venues on campus you can book are the Library Second Floor Study Space (L224), Science and Technology Gallery (T240), A Building main foyer, and classrooms.*

WHY... are you hosting this event?

- Does your event advance our [strategic priorities](#) directly?
- What value does your event bring to attendees? Why is your event and its takeaway important?
- *Example: Black History Month kick-off celebrates Langara's commitment to equity, diversity, and inclusion.*

COLLEGE POLICIES FOR EVENTS

The event organizer is responsible for following and abiding by College policies, including:

- [Terms and Conditions](#) of the Activity Request Form
- [Policy H1001: Alcohol sale, service, and consumption at on-campus events procedures](#)
- [Langara's Board Policy 410 – Respectful Learning and Working Environment](#)

Step 2: Book your event

To host an event at the College you must complete the [Activities Request Form](#). Clearly defining your events five Ws will help you fill out the request form. You will also need to provide a room layout, including podium placements, stage, pipe and drape, and seating. Download a floor plan for your venue [here](#).

See [Seating Arrangement Examples](#) for more details and consideration.

Requests submitted through the Activities Request Form are reviewed and approved by the Events Committee, comprised of Facilities, SCM, IT, AV and Health & Safety. Requests are reviewed weekly and event organizers will be notified of decisions the following week.

Generally, events and functional resources on campus need at least one month to secure space and resource availabilities. If your event needs external communications support for promotion, SCM requires several months' notice to support your event well.

Note: Events where the President or member(s) of executive office is invited, must follow the guidelines under [Executive Leadership Team – Event Protocols](#).

REQUESTING A TIME AND DATE

When setting a date and time, consider what will work better for your primary audience and who must be available to make the event successful.

Also, consider how many other events are happening simultaneously and what recurring internal meetings might be at the same time.

REQUESTING A VENUE AND LOCATION

Consider how many people are invited or expected to attend your event versus the location and venue's capacity. Popular venues on campus and their capacity are:

- A Building Main Foyer — 230 persons
- Library Second Floor Study Space (L224) — 100 persons
- Science and Technology Gallery (T240) — 140 persons

Non-event spaces (classrooms & instructional space)

Classroom space requests are processed approximately two weeks before the beginning of each semester once the course schedule has been finalized. Classroom space is allocated based on the use category (see [Premise Use Policy](#) for more information) and according to the date and time they are received.

If you want to book a venue that is usually not used for events, contact the relevant department for more information.

Viewing the following room booking calendars to check if an event space is available.

- [G103a](#)
- [Library Second Floor Study Space \(L224\)](#)
- [Science and Technology Gallery \(T240\)](#)

Step 3: Logistics

Event logistics include all the details you need for the event to happen. See the [Quick Event Checklist](#) and [Frequently Asked Questions](#) to support your event planning process.

Below are different resources available on campus, listed by department.

FACILITIES

- Contact: facilities@langara.ca.

Facilities will provide basic room set-up, tear-down, and janitorial services and they can set up furniture in event spaces, except for classrooms which are booked as is. Facilities will not move furniture in or out.

Available furniture requests:

Furniture	Quantity	Dimensions
Banquet tables (round)	26	5 ft across x 30 in high
Cocktail tables (high top, round)	8	30 in across x 43 in high
Folding tables (rectangular)	100	6 ft (L) x 30 in (W) x 29 in (H)
Stage (black)	12 pieces	42.5 in (L) x 54.5 in (W) x 6 in (H) each
Pipe and drape (black, perimeter curtains)	4 drapes each section	8 ft vertical pole 6 in, 8 in, 10 in, horizontal pole
Lectern (clear, acrylic)	2	47 in (H) x 26.75 in (W)
Garbage and recycling bins	Multiple	-

Other Facilities requests

- **Sustainability initiative:** [Zero Waste Event designation](#).
- **Parking passes for guests:** You can purchase parking passes by completing the [Guest Parking Pass Request form](#).
- **Dolly carts:** You can borrow large dolly carts to move event supplies. It is the event organizer's responsibility to move supplies. Dolly carts must be booked by emailing facilities@langara.ca and picked up during regular work hours, 7 am–4 pm (M-F).
- **Campus and Room Layout Maps:** An excellent planning resource if you're planning an outdoor event or want to give directions to your guests.
- **Moving Supplies:** Dependent on availability. Facilities can only assist with moving items from 7 am–3:30 pm (M-F). Request support through the [facilities request form](#).

AV AND IT

- Contact: [AskIT and open a Ticket](#).

Available AV and IT requests:

Media equipment	Quantity	Description
Wi-Fi codes for external guests	-	Submit an IT ticket for “ guest Wi-Fi code ” for individual or group internet access
Microphone	4	Wireless
Speaker	2	-
Projector	2	Depends on space and venue
Projector screen	2	Depends on space and venue
Power bars	4	For laptops and other plug-ins

AV and IT does not provide music. Instead, check if you or anyone on your event team can access a music streaming service from a designated media laptop. Otherwise, you can bring your own portable speaker to play music.

Anyone enrolled or working in post-secondary has universal internet and Wi-Fi access through [EduRoam](#).

CHARTWELLS

- Contact: chartwells@langara.ca
- Phone: (236) 668-5592

Catering: Chartwells is the sole catering service provider for Langara College. Catering is provided during the College’s regular operating hours. For after-hours request (evenings or weekends) contact Chartwells for information and availability. Catering can be ordered online through the [Chartwells at Langara portal](#).

If you need table number stands, there are two sizes available upon request: small (5 in) or medium (12 in).

STRATEGIC COMMUNICATIONS & MARKETING

- Contact: production@langara.ca.

Available SCM resources:

Resource	Description
Branded template	For event promotion that does not need complex designs. Templates available are agendas, table cards, name tags, and more.
Poster and digital signage templates	Posters that do not require complex designs. Digital signage templates are for the Telemetry digital signage system.
Swag order form for gifts	If your event needs a takeaway gift. Bookstore also has various gifts for sale.
Thank you cards	Branded Thank you cards, blank inside with envelope.
Pull-up banners	Branded pull up banners. Limited availability.

***SCM resource requests must be made at least two weeks in advance**

Step 4: Other event logistics

STAFFING

If you require extra staffing, consider hiring students through the Student Work Assistance Program (SWAP), or recruit colleagues if they are available. Please contact dss.office@langara.ca with questions regarding SWAP approval.

- [SWAP / WOC](#)
- VOLT volunteers: you can post the position on the [C3 Job Board](#) as a volunteer opportunity. 2-4 weeks' advance notice is a good timeframe.

SERVING ALCOHOL

If you choose to serve alcohol at your event, you will need to:

- [Obtain a Special Event Permit](#).
- Read and comply with the [Policy H1001: Alcohol sale, service, and consumption at on-campus events procedures](#).
- Ensure the server and the Special Event Permit holder have [Serving it Right](#) licenses.
- Be responsible for ensuring guests are safe as part of your Serving it Right responsibilities.

DECORATIONS

- Contact your colleagues from Studio 58, Fine Arts, and Design Formation for beautiful pieces to add visual interest at an event and help promote our students' work.
- Consider planning a sustainable, [zero-waste event](#). Does your event need to be glitz and glam? Less is possibly more.
- If your event needs floral arrangements, the College has previously ordered from [G7 Florist](#) which is on Workday's approved vendor list.

TABLECLOTHS

Tablecloths are available to rent for a fee from Chartwells. Include tablecloth rentals when placing your catering orders (chartwells@langara.ca).

If your department or faculty frequently requires tablecloths, please consider ordering some from Amazon or custom promotional product vendor (ex. [4Imprint](#), [Genumark](#)). Tablecloth dimensions should fit a standard 6-foot rectangular banquet table (30" x 72" x 30"). Contact Procurement Services (puchasing@langara.ca) for support with procurement or purchasing needs at Langara.

MALL STANDS (SILVER SIGN HOLDERS)

Mall stands help promote events on campus with students or wayfinding. To borrow a mall stand, we use the honour system meaning event organizers are responsible for moving and returning the mall signs to their locations before and after the event. Since so many events happen around the College, mall stands are scattered and housed in different, popular venue locations on campus, including:

- T Gallery under north staircase
- Students' Union Building
- C Building outside Co-Op & Career Development
- A Building

Step 5: Event Promotion

Time to tell people about your event! Remember to reach out to your colleagues and invite them, too. Word of mouth is a simple and effective form of communication at the College.

Depending on the type of event, SCM can support with event promotion. See [Special Event Support](#) section for more details.

INVITATIONS

When crafting invitations for your event, consider your audience carefully and have a compelling reason for them to come. Remember also to include event details, including:

- Event name
- Date and time
- Location

You can create a simple RSVP form with [SharePoint Forms](#) for your event. This tool can create custom invitations and surveys, too. Learn how to use Forms [here](#).

Make sure your attendees can find the event location easily.

- Download and mark up the [campus map](#).
- Share directions via [Google Maps](#).

Step 6: Run of Show & Event Day

RUN OF SHOW

A run of show is an item-by-item action sequence of what will happen during an event. It identifies what each department, and each person involved, should be doing and at what time. Prior to your event, review the run of show with your event team, and make sure everyone is familiar with their tasks and the timing. Make sure to print out or have access to the run of show on event day to ensure you stay on time, and as a reference for anyone who has questions regarding the scheduling.

See [Run of Show Template](#).

EVENT DAY

The day has finally come – it's event day! Here are some actions you should review or manage to ensure a smooth event.

SET UP

- Allow adequate time to set up the room before guests arrive.
- Facilities will set up the venue according to the final floor plan you provided in the Activities Request Form.
- AV and IT will set up the venue according to the floor plan and technology and media requirements you provided in the Activities Request Form.
- The event planning team is responsible for other setups, including decorations, activities, tablecloths, mall signs, wayfinding, etc.
- If you plan to play music, check if you can access a music streaming service from a designated media laptop. Otherwise, you can bring your own portable speaker to stream music.
- If you serve alcohol at the event, ensure you have the proper credentials onsite, Special Event Permit and Serving It Right license.

EVENT IMPLEMENTATION

- Be flexible, where possible, with the event program and flow to adjust to unanticipated delays or changes in programming.
- Consider the audience's time and how they perceive the event and adjust for the best experience possible.
- Check-in with attendees, speakers, or presenters to ensure they are comfortable or need assistance.
- Water should always be provided to speakers or panelists on stage for 15 minutes or more.
- Check if refreshments need to be refilled or restocked.

TEAR DOWN

- Event planners are responsible for removing and returning resources not provided by Facilities or AV and IT.
- Facilities and AV and IT will reset the venue to its original state, removing what they set up.
- Event planners need to dispose of all waste and recycling properly in appropriate bins. Facilities will provide basic janitorial services.

Step 7: Post-Event

Here are some tips on graciously concluding an event.

- Remember to thank guests for coming out, especially if this was a private event and registration was required. Do this at the end of the event.
- If you have action items to share with participants later, let attendees know a general time frame for when they'll hear from you.
- If photos were taken, you could send out a thank you an email with a link to the photo gallery.

EVENT DEBRIEFING OR REPORT

- Set a date to debrief the event or report with your event planning team.
- This is a critical final step that needs to be included in the event planning process, but it often gets forgotten because the event is energy intensive.
- *Example: A debriefing meeting could include discussing learnings, such as what went right and wrong. You should keep this document on file to review should you organize another event.*

Special Event Promotion

Strategic Communications & Marketing supports the promotion of events for the internal and external community, and private audiences, such as donor events. There are more than 300 unique special events each year, so planning is essential for even basic promotion.

Early communication and discussions are strongly encouraged to allow time for planning, design, and implementation before your event. SCM has a variety of [DIY resources and templates](#) for events that they cannot support.

COLLEGE EVENTS

College events typically involve multiple departments for planning and execution and include a broad audience, generally with more than 100 guests.

Examples: Convocation ceremonies, orientation events, fairs in the foyer, and select cultural celebrations.

GUEST SPEAKERS

Departments host regular series with guest speakers or speaker panels. Many of these events have an existing visual identity that can be shared as a template for ongoing promotion.

INVITATION-ONLY EVENTS (PRIVATE)

These events are closed to the public and will not be posted with event listings. Usually, there is a defined guest list.

Examples: donor appreciation events, Dean's honour roll, milestone recognition

DEPARTMENT EVENTS

Department events are usually open to anyone but target current employees or students in a specific faculty. Student-organized and external events sponsored by a department can access the same promotion as department events.

Examples: Pi Day, Long Night Against Procrastination, TCDC workshop

STUDENT ORGANIZED EVENTS

SCM does not have the capacity to promote events that student groups and clubs organize. However, student groups and clubs are welcome to tag Langara College in their own social media posts, and SCM will reshare to amplify when possible.

THIRD-PARTY ORGANIZED EVENTS

SCM does not have the capacity to promote events organized by external groups who are only using the Langara campus as a space.

HOW SCM SUPPORTS DIFFERENT EVENTS (EVENT MATRIX)

SCM Support	College Wide	Guest Speaker	Department	Invite Only	Student	Third-party
Communications Plan	✓	Sometimes	Sometimes	Sometimes	×	×
Event Listing	✓	✓	✓	✓	×	×
Event Registration	✓	✓	✓	✓	×	×
Digital Signage	✓	DIY Template	DIY Template	×	×	×
Social Media	✓	✓	Tag for re-share	×	Tag for re-share	×
Large Format Printing	✓	×	×	×	×	×
Posters/ Invitations/ Postcards	✓	DIY Template	DIY Template	DIY Template	×	×

Photography and Videography

Photography and videography will only be available for events that are aligned with College priorities and/or supports objectives identified in a SCM communication plan. If SCM cannot support your photography, you can request a list of contract photographers from SCM.

REQUESTING PHOTOGRAPHY

To request photography services for your event or activity, contact SCM. Photography requests are evaluated against the following criteria:

- Availability of resources
 - Our designers are also our photographers, and their schedules fill up quickly with requests. Therefore, requests within two weeks of an event will not be considered for photography.
- Intended use of photos
 - When photography supports the objectives of a communications plan, align with College priorities and/or will be used in future publications, the photography request will be considered.

REQUESTING VIDEOGRAPHY

All video projects are planned far in advance and included as part of a communications plan developed with a SCM.

Have a video request? Contact SCM to discuss the outcome of the video and how it aligns with objectives in a communications plan for your department or a special project.

Should your photography or videography request be approved and booked, please prepare and provide a Camera Shot list to SCM before your event. See [Camera Shot List Template](#) for a template example.

Executive Leadership Team – Event Protocols

Executive Office member	Executive Assistant
Dr. Paula Burns, President and CEO pburns@langara.ca	Alice Hsu ahsu@langara.ca
Pouyan Mahboubi, Provost and Vice-President, Academic pmahboubi@langara.ca	Chandler Cummings ccumming@langara.ca
Yusuf Varachia, Vice-President, External Relations and Community Engagement yvarachia@langara.ca	Michael Ferguson mferguson@langara.ca
Michael Koke, Vice-President, Administration and Finance mkoke@langara.ca	Kiki Armstrong karmstrong@langara.ca
Parveen Mann, Vice-President, People and Culture parveenmann@langara.ca	Shannon Eeckhout seeckhout@langara.ca

PLANNING PROTOCOLS

When the president or executive leader is participating in the event, event organizers will provide information in accordance with the protocols listed below.

For events that are directly related to the College's strategic priorities, the event organizer should consult the president's office for scheduling to ensure availability of the president and executive leadership. The president should have a speaking role at these events.

- **Examples of (but not limited to) strategically significant events where the president's office should be consulted before a date is selected:**
 - Milestone Recognition
 - Convocation ceremonies
 - Student Orientation/semester kickoff
 - Major student celebrations (grad shows, open houses)
 - Major initiative launches
 - Major donations
- College strategic priority events also include high level community engagement events such as National Indigenous Peoples Day, Black History Month, and Pride Month.
- In addition to consulting with the president's office, please consider that ELT have regularly scheduled meetings:
 - If possible, avoid Tuesdays (all day) and Wednesday mornings when regular Executive Leadership Team (ELT), [Langara Council](#), [Education Council](#) (EdCo), and Academic Planning and Priorities Committee (APPC) meetings are held.

1. INVITE EXECUTIVE LEADERS

- The event organizer should email the president and/or executive leader directly, and CC their executive assistant.
- The ELT's calendar fills up quickly. It's strongly recommended that the invitation is sent to the ELT at least one month in advance.
- If the president or a delegate is invited, assume they have a speaking role (please book a podium or lectern).
- Include the following in your invitation:
 - Short description of the event: what, where, when, why, how (5 Ws).
 - Include the best time to attend if there are time constraints.

2. CONFIRMATION

The executive assistant will confirm ELT availability and include further instructions if required.

3. DRAFTING REMARKS FOR PRESIDENT IN ATTENDANCE

SCM will reach out to collaborate with you on speaking notes. They will need:

- Key messages for event
- Full event agenda

- Names of speakers (including MC) and short descriptions of their speech topics. i.e., territorial acknowledgement, award announcement, housekeeping items
- Names of individuals/departments involved in organizing the event
- VIP acknowledgements: names of special guests in attendance
- Other details the president should be aware of

4. UPDATES

Please keep executive leaders informed of any changes through the executive assistants.

NAME PROTOCOLS

For introductions at general events, please refer to the president in the *first instance* as “**Dr. Paula Burns,**” followed by “**Paula.**”

Example: “I’m pleased to introduce Langara’s President and CEO, Dr. Paula Burns. Paula, please come to the stage ...”

For formal events, including Convocation, the president’s office will instruct on further communications protocol.

Events Terms and Conditions

The following "Terms and Conditions" are incorporated into, and form part of, the booking agreement, as agreed to upon submission of your event booking request:

- Campus safety guidelines must be considered for all requests and organizers are responsible for ensuring attendees follow all campus protocols in place.
- Access for all emergency vehicles will be provided when necessary.
- Vehicles are not permitted on the front lawn.
- The event will be conducted in a safe, orderly manner; adequate security is provided.
- The event will be restricted to the assigned area (as applicable).
- The event will not interfere with college operations or other members of the College community.
- If alcohol is being served, the event organizer agrees to review and follow [Policy H1001: Alcohol sale, service, and consumption at on-campus events procedures](#). This includes reviewing the [Special Event License Information](#) and obtaining an approved Special Event Permit (SEP).
- If music is being played, the event organizer will review the SOCAN and Re:Sound License guidelines and will inform events@langara.ca if applicable.
- The event organizer will be responsible for any property damage and loss of equipment that occur as a result of the event. Damages and losses will be assessed, and applicable costs billed to the event organizer.
- The event organizer will be present for the duration of the event and will be responsible for leaving the area clean and litter free.
- In some instances, a deposit may be required to cover potential damage, cleanup, or other costs.
- Langara is committed to providing a respectful learning and working environment for all. Please review [Langara's Board Policy 410 – Respectful Learning and Working Environment](#).
- Approval may be revoked without compensation in the event of a breach of any laws, bylaws, or the terms and conditions set herein. Non-compliance may also result in additional charges. Any infractions or violations will be noted and will be applied towards any consideration for future booking or against current bookings for that group.
- If you have any questions, please email events@langara.ca.

Frequently Asked Questions

Do I need to do a territorial acknowledgement? Can I ask our Elder-in-Residence to open our event?

Employees are welcome to include a territorial acknowledgement. We have learned that from the Musqueam community that it's completely appropriate for event hosts to create a personal territorial acknowledgement. You are welcome to use the following wording:

“Welcome everyone. I would like to start by acknowledging Langara’s location on the traditional, ancestral, and unceded territory of the Musqueam People, who have gifted us the name snəwəyət̓ leləm̓ (sna-way-eth leh-lum), which means house of teachings.”

For large college events like convocation, orientation, and special events such as National Indigenous Peoples Day and National Day of Reconciliation, or if a ceremonial welcome is central to the intention of the event, please contact Indigenous Education and Services at indigenous@langara.ca.

How do I include the President or Executive team members?

The President strongly supports events and engagements that unite our community and welcomes all invitations. Please review the [Special Event Protocol for the Executive Leadership Team](#) for details.

What if my event is off campus?

The services provided by the various college departments mainly apply to on-campus events; however, the basic event principles apply.

For alcohol, you will still require a Special Event Permit and Serving it Right license. Please refer [Policy H1001: Alcohol on Campus](#) for further details.

What is the Events Committee?

The Events Committee is a voluntary group of employees comprising a representative from Facilities, SCM, AV and IT, and Health & Safety. Their role is to monitor event requests and determine if the request is feasible.

The Committee reserves the right to create blackout periods when required where no events shall be permitted. They also reserve the right to cancel the event due to violation of college policies or terms and conditions previously agreed to by the Event Organizer.

My event includes risky elements, such as a controversial speaker or volatile substances, what extra precautions should I take?

Please contact the Manager, Health & Safety, and Emergency to confirm details.

A campus security representative who is trained in first aid may be available to be close by to assist in case of emergencies.

Run of Show Template

[Event Name] Run of Show
[Event Time - Time]
[Venue, Location, Address]
Contact: [Name and phone number of Event Organizer in case of event emergency]

Time	Duration	Action/Task	Responsibility
		Description of what needs to be done	Who is responsible for carrying this out
Example:			
10:00 am-1:00 pm		Event Set up	
1:00-1:30 pm		Attendee arrival and check-in	
1:30-1:50 pm		Official celebration start	
	2 mins	Event welcome and opening	Joyce Forrester, Program Manager Dr. Paula Burns, President and CEO
	3 mins	LEAP Program overview LEAP instructor thank you Congratulations LEAP graduates	Yusuf Varachia, VP External
	2 mins	Brief remarks	LEAP Instructors (2)
	5 mins	Honouring a LEAP instructor Gift presentation	Brad Van Dam, Director, Langara Global
	3 mins	Closing remarks	
1:50-2:00 pm		Group photo	
		Cake cutting	
2:00-2:30 pm		Mix, mingle, food, and drink	
2:30 pm		Formal celebration end	

Contacts

- List of key event contacts and numbers for reference (e.g., event organizer, AV technician, security, MC, event volunteers).
- Example: Security: 604-562-1011
- Example: External presenter [name]: 123-456-7890

Notes

Quick Event Checklist

This checklist is a basic guideline to help plan your event.

PLANNING

- Determine the goal of the event
- Determine details (e.g., 5Ws, date, time, location, audience)
- Confirm your event planning team
- Create room layout
- Submit the Activity Request Form

LOGISTICS

- Order catering (Chartwells)
- Create invitations (e.g., invite speakers, guestlist)
- Create programming and agenda
- Compile or create décor and media
- Compile takeaways (e.g., activity, swag, info sheet)
- Event signage
- Liaise with Event Committee
- Fill out the Zero Waste Events checklist
- Get the Special Event Permit and Serving It Right license, if serving alcohol

PROMOTIONS (AT LEAST THREE WEEKS AHEAD)

- Send invitations (e.g., audience, guestlist)
- Provide details to SCM to promote the event

- If photography or videography confirmed, send shot list

CONFIRMATIONS (WEEK OF EVENT)

- Confirm final details (e.g., send agendas, swag, attendees, décor, media)
- Create backups of key information (e.g., printed materials, presentations)
- Confirm catering order and numbers
- Rehearse event run of show, as needed

SET UP (DAY OF)

- Equipment set up by Facilities, as needed
- Set up decoration, as needed
- Set up signage, as needed

DURING EVENT

- Announce housekeeping items if needed (e.g., bathroom locations, in-out rules)
- Check-in on guests
- Provide support to speakers

POST-EVENT

- Tear-down by Facilities
- Send thank yous, reports or action items to event participants
- Event debriefing and report

NOTES

Camera Shot List Template

Production Title: Energize and Exercise!
Director: Wellness Promotion Committee
Location: Langara Courtyard, House Post

Sheet no.:
Date: August 17, 18
Scene: Bird walk,
 Sustainability walk

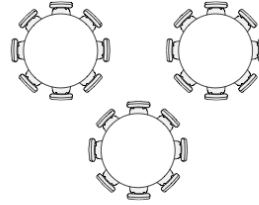
Shot List:

Shot #	Description (detailed)	Shot type	Usage
1	Employee holding binoculars up to face	Extreme close-up, low angle.	Hero image for program website, google display ads.
2	Employees walking together, one pointing up to a tree	Long shot, extra wide, with room on 1/3 of the right side for copy placement.	Website banner
3			
4			
5			

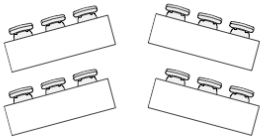
Seating Arrangement Examples



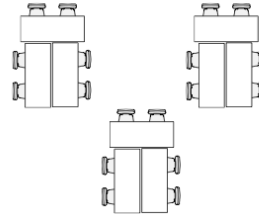
Conference Style
Ideal for lectures, presentations, and note taking.



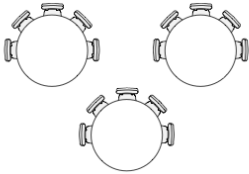
Round Seating Style
(up to 8 chairs each)
Ideal for banquets, receptions and conversation, and group work.



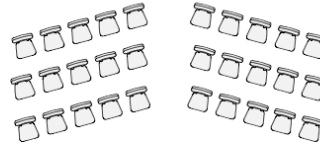
Chevron Style
Ideal for lectures, presentations, and note taking.



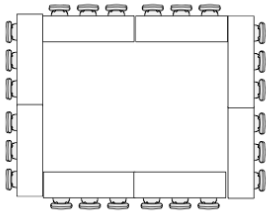
T-Shape Pods
(each pod seats 6 people)
Ideal for conversation and group work.



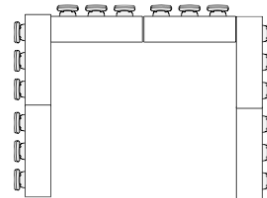
Crescent Style
Ideal for presentations, group work and conversation.



Theater Style
Ideal for large lectures and presentations. Not ideal for all day meetings.



Hollow Square Style
Ideal for conversation and meetings. Not ideal for presentations.



U-shape Style
Ideal for conversation and meetings. Not ideal for presentations.