



Request for Event Approval - *For MCC Employees*

Please allow 15 *business* days to fully process your request.

Name of Event/Workshop: _____

Event Organizer Name: _____ Department Name: _____

Will this event be used for fundraising? Yes _____ No _____

If yes, I understand that all non-Foundation-related funds raised must be deposited with the Business Office and that Foundation-related funds raised must be deposited with the Foundation. _____ (initial)

Event Description (Please provide detail. If items will be sold, list items with their sale prices.)

Date & Time Requested: _____ Location Requested: _____

____ (initial) I understand this event must receive prior approval from the MCC President before being executed.

____ (initial) I agree that all event organizers, participants, and others will conduct the event in a manner that aligns with MCC's conduct code and policy.

____ (initial) I certify, as the event organizer, I have verified that the requested location is available for the requested date and time and that I am responsible for formalizing the room reservation upon event approval.

For room reservations, contact:

Strategic Initiatives Staff

Bldg 1, Room 14
Bldg 1, Room 10A
Bldg 1, Lobby Area
Bldg 1, Café
Auditorium, Bldg 2

Library Staff

Library Pit
Library Conference Room
Library Study Rooms
Library

Natasha Roberson

Career Center

James Kennedy

All Other Campus Classrooms

____ (initial) I certify, as the event organizer, I am responsible for submitting support tickets through the MCC Support Portal for any services needed for this event, including but not limited to, room setup/maintenance, housekeeping, IT, security, etc.

Is marketing needed for this event? Check all that apply.

All marketing and communications must be created or approved by Institutional Advancement/Marketing. Marketing will use its discretion regarding appropriate marketing platforms.

____ Social Media Post

____ External E-Signs Announcement

____ Internal TVs Announcement

____ Email to All Students

____ Email to All Employees

____ Flyer for Print

____ Brochure for Print

____ Program for Print

____ Add to *Upcoming Events* on Website

Event Organizer Date

Senior Administrator Date

MCC President Date

Strategic Initiatives Date

You will receive a copy of the signed form if/when your event is fully approved.