

# Phoenix College Internal Event Planning Guide

Discuss the event/meeting with your T



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: Select the space being requested for the event. If the desired space doesn't show as available it is likely already reserved for another event. Contact the Event Office to see if another option is available.

: This is where you select the resources (sandwich boards, tables, chairs, podium, etc.) needed for the event set up. Spaces like the Hacienda and Willo Rooms always need resources and set up instructions because the space is typically empty. Please provide a diagram for outdoor events that indicate specific placement of the selected resources to the event request. If IT support is needed for the event, select "Media Staff" and we will notify them of the event and they will be in contact with you.

: The event set up diagram and/or additional event details can be loaded as an attachment here.

: The person submitting the request in 25Live will show in the requester