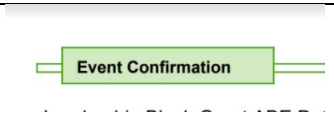
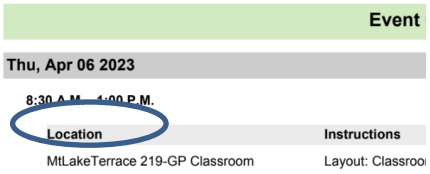
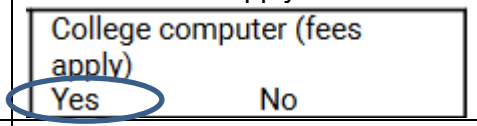
PREPARING FOR AN EVENT

A few questions to ask yourself

HOW DO I	ANSWER	COMMENTS
- Find my reservation?	All external guests are emailed a confirmation (by attachment) of their event details. ✔ Remember to bring a copy with you to campus.	
- Know what space I'll be in?	Your confirmation should be emailed as an attachment. Under "Event Occurrence", find "Location" – see room assignment here. If no room is indicated, please inquire with your scheduler. ✔ If you did not request a specific room, your scheduler may want additional details for a best fit.	
- Know if I need set up time?	Do you need to get in the space prior to your event? Or clean up time? Request pre-event and post-event time.	Five minutes before and after can make a difference.
- Use an Edmonds College computer?	In order to use the technology on campus, credentials need to be requested. This can be done on your room scheduling request form. Circle Yes by "College computer."	Additional fees apply. 
- Get WiFi access?	Request guest WiFi instructions under other technology needs at the bottom of page 1.	Guest WiFi is available at no charge.
- Get help with the media equipment in the location I've reserved?	Request a media technician when requesting space. ✔ If you need assistance with technology, please request a media services technician when filling out your form.	Additional fees apply.
- Know if I need someone to unlock the door?	Upon arrival, please call Security 24/7 at 425-754-0154.	Have your confirmation with you when Security arrives.
- Do I need coffee or food delivered?	Catering is not available at this time.	
- Know where to park?	You will receive a parking permit when your event is confirmed. It will include Visitor Parking Lot information.	Parking questions may be directed to security 425-754-0154
- Find other Resources I can tap into?	There are a few places you can go for additional support.	● Events Management website ● Email scheduling@edmonds.edu