

# PLANNING EVENT SHEET

Action	Who to contact	Contact info
Obtain permission for all national or political events.	President's Office	775-673-7025 <a href="mailto:atiscareno@tmcc.edu">atiscareno@tmcc.edu</a>
	Chief of Police	775-674-7900 <a href="mailto:police@tmcc.edu">police@tmcc.edu</a>
Inform cabinet member	President	775-673-7025 <a href="mailto:atiscareno@tmcc.edu">atiscareno@tmcc.edu</a>
	VP for Academic Affairs and Student Services	775-673-7090 <a href="mailto:aalves@tmcc.edu">aalves@tmcc.edu</a>
	VP Finance and Administrative Services	775-673-7014 <a href="mailto:dsanford@tmcc.edu">dsanford@tmcc.edu</a>
	Chief Advancement Officer	775-674-7648 <a href="mailto:iporter@tmcc.edu">iporter@tmcc.edu</a>
	Human Resources Director	775-673-7249 <a href="mailto:mmeador@tmcc.edu">mmeador@tmcc.edu</a>
	Chief of Police	775-674-7900 <a href="mailto:police@tmcc.edu">police@tmcc.edu</a>
Contracts/Insurance	Finance and Administration	775-673-7013 <a href="mailto:ahinman@tmcc.edu">ahinman@tmcc.edu</a>
Room Scheduling	Scheduling Office	775-674-7664 <a href="mailto:roomrequest@tmcc.edu">roomrequest@tmcc.edu</a>
Calendar, online	Sponsoring department must submit.	<a href="http://calendar.tmcc.edu/">http://calendar.tmcc.edu/</a>
This Week E-newsletter	Sponsoring department must submit.	<a href="http://www.tmcc.edu/news/newsletters/">http://www.tmcc.edu/news/newsletters/</a>
Student Monthly E-newsletter	TMCC This Month	<a href="mailto:pio@tmcc.edu">pio@tmcc.edu</a>

Room Set Up	Facilities Services	775-673-7100 <a href="http://www.tmcc.edu/facilities/workorderrequest/">http://www.tmcc.edu/facilities/workorderrequest/</a>
Audio/Visual	Media Services	775-673-7177 <a href="mailto:mediaservices@tmcc.edu">mediaservices@tmcc.edu</a>
Computer Access	Information Technology	775-673-7800 <a href="mailto:helpdesk@tmcc.edu">helpdesk@tmcc.edu</a>
Parking	Facilities Services, Grounds	775-673-7100 <a href="http://www.tmcc.edu/facilities/workorderrequest/">http://www.tmcc.edu/facilities/workorderrequest/</a>
Security	TMCC Police Department	775-674-7900 <a href="mailto:police@tmcc.edu">police@tmcc.edu</a>
Promotion/Publicity/Media	Public Information Office	775-673-7087 <a href="mailto:pio@tmcc.edu">pio@tmcc.edu</a>
Photos	Public Information Office	775-673-7087 <a href="mailto:pio@tmcc.edu">pio@tmcc.edu</a>
Signs - Exterior production	Facilities Services	775-673-7100 <a href="http://www.tmcc.edu/facilities/workorderrequest/">http://www.tmcc.edu/facilities/workorderrequest/</a>
Signs – Exterior placement	Facilities Services, Grounds	775-673-7100 <a href="http://www.tmcc.edu/facilities/workorderrequest/">http://www.tmcc.edu/facilities/workorderrequest/</a>
Catering	Chartwells	775-673-7050 <a href="mailto:cafe@tmcc.edu">cafe@tmcc.edu</a>
	Catering Guidelines and Menu	<a href="http://www.tmcc.edu/cafe/">http://www.tmcc.edu/cafe/</a>
Web site	Webmaster	<a href="mailto:webmaster@tmcc.edu">webmaster@tmcc.edu</a>
Student Ambassadors	Student Access and Outreach	775-673-7146 <a href="mailto:ambassadors@tmcc.edu">ambassadors@tmcc.edu</a>

Note: The serving of alcoholic beverages at any TMCC event is prohibited unless approved by the president.