

General Event Planning Checklist

The checklist below will help you facilitate communication among the various departments. In an effort to reduce repetitious actions and wasted time, we encourage you to include the checklist into your event planning. We wish you a successful event.

☐ About the Event

- Name of Event:
- Date:
- Time:
- Location:
- Event Purpose:

☐ Selecting a Date and Time

- Refer to the Event Calendar located on the Paine College webpage for potential conflicts or contact the Office of Academic Affairs. Be mindful of your audience availability, search for events such as midterms, final exams, homecoming, etc.

☐ Space Reservations

- To reserve a space please contact the appropriate person on the chart below. The contact person should be able to tell you the Event Area's availability dates and times. Each event area link contains detail information about the rooms.

Buildings	Event Area	Person of Contact	Numbers
Randall A. Carter Gymnasium	Auditorium	Currently not available	
Edmund and Ethel Peters Campus Center	Cafeteria	Edmond McClendon	(706) 396-8147
	C.H.O.I.C.E.S. Room	Willie Mae Allen	(706) 821-8388
	President's Conference Room	Edmond McClendon	(706) 396-8147
	Lion's Den	Edmond McClendon	(706) 396-8147
	Student Center	Victoria Snyder	(706) 821-8167
Warren A. Candler	Candler Conference Center	Peggy Hines	(706) 821-8302
Gilbert-Lambuth Memorial Chapel	Chapel	Jacqueline Connie	(706) 821-8295
	Odeum	Jacqueline Connie	(706) 821-8295
Haygood-Holsey Hall	Gandy-Richardson Lecture Hall 210	Uzetta Gresham	(706) 821-8387
Frank Yerby House	Yerby Conference Room	Lois Hayes	(706) 821-8324
Collins Callaway Library	Conference Room 106	Patricia Daniels	(706) 821-8253
	Electronic Classroom 219	Room Request Form	
	Classroom 220	Room Request Form	
	Electronic Classroom 225	Room Request Form	

Note: The seat capacity listed is an approximation of how many people we can place in the room.

☐ **Publicity**

- Communications & Marketing
 - See the [Request for Services form](#). If you have questions contact Natasha Carter at 706.396.7591

☐ **Printed Materials**

- Contact Central Processing at 8275
 - Central Processing is located in Mary Helm Building 109

☐ **Event Setup**

- Audiovisual Equipment/Videography (*equipment is issued on a first come first serve basis*)
 - To request equipment delivery and setup a three day advance notice is required. Fill out the [AV Setup or Recording Request Form](#) in advance.
 - To pick the up the equipment from the second floor of the Collins Callaway Library, a three day advance notice is not necessary. Come by the library between the hours of 9:00am-5:00pm on Mondays –Fridays with your valid Paine College ID and pick up the equipment.
 - Equipment is checked out for a five day period with one renewal.
 - To request videography a three day advance notice is required. **The ability to meet all videography requests may not be possible. Especially for evenings and weekends.** Fill out the [AV Setup or Recording Request Form](#) in advance.
- Room Arrangement
 - Contact Facilities Management & Environmental Services at 8269 also see form <https://www.myschoolbuilding.com>
- Laptop/Technical Assistance
 - Contact Information Technology Services (ITS) at 8378
 - ITS is located in Haygood-Holsey Hall room 310 and 306

☐ **Security**

- Campus Safety (Unlocking Doors & Securing Area)
 - If you have questions contact campus safety at 8235.
 - Please inform campus safety two weeks prior to the event.

☐ **Reception/Dinner**

- [Thompson Hospitality](#)
 - If you have questions contact Edmond McClendon at 706.396.8147



Conference Room

Location: Collins Callaway Library
1st floor -- Room 106



Electronic Screen (recessed)
Podium
Marker board
Tables (2)
Chairs (13)

Seating Capacity: 20

Wireless Connection available
Kitchenette located downstairs on the
same hall

Contact Patricia Daniels at 8253 for
more information



Primary Usage: Small Meetings, Book
Readings, Small Group Discussions



Electronic Classroom 219

Location: Collins Callaway Library
2nd floor -- Room 219

Instructor's Desk
Computer
Elmo
VCR DVD Player
Student Computers (18)
Tables (9)
Chairs (21)
Marker board
Screen
LCD Projector
Speakers

Seating Capacity: 18

Wireless connection available
Cable Connection
Classroom Management Software (*italic*)
Kitchenette located downstairs on the first floor

Contact Rosa Martin at 8365 for more information.

Primary Usage: Classroom software instructions





Classroom 220

Location: Collins Callaway Library
2nd floor Room 220

Instructor's Desk
Computer
Elmo
VCR DVD Player
Tables (10)
Chairs (23)
Marker board
Smart board
Electronic Screen
LCD Projector
Cabinets (4) (temporary storage)

Seating Capacity: 20

Wireless connection available
Cable Connection
Speakers
Kitchenette located downstairs on the first floor

Contact Rosa Martin at 8365 for more information.

Primary Usage: Classroom software instructions





Electronic Classroom 225

Location: Collins Callaway Library
2nd floor Room 225



LCD Projector
Instructor's Desk
Elmo
VCR DVD Player
Student Computers (24)
Student desks (23)
Handicapped Station (1)
Chairs (23)
Marker board
Electronic Screen
Speakers

Seating Capacity: 24



Wireless connection available
Cable Connection
Classroom Management Software (*italic*)
Kitchenette located downstairs on the first floor

Contact Rosa Martin at 8365 for more information.

Primary Usage: Classroom software instructions



Cafeteria

Location: Edmund and Ethel Peters
Campus Center
1st Floor



Tables
Chairs
Serving Stations

Seating Capacity: 150

Wireless connection available



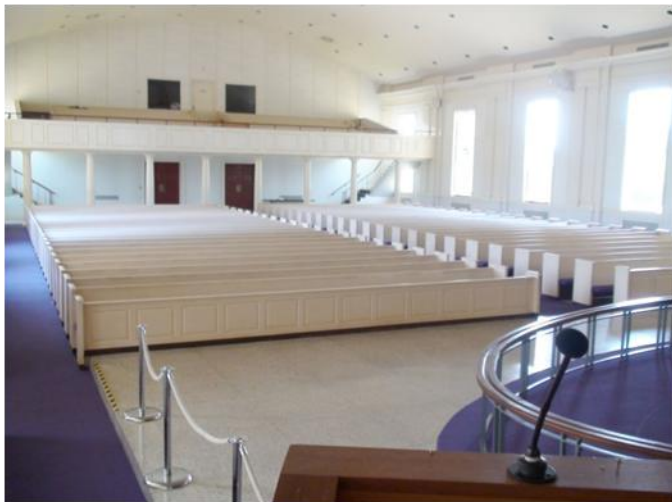
Contact Edmond McClendon at (706)
396-8147 for more information.

Primary Usage: Serving Breakfast, Lunch
and Dinner



Sanctuary

Location: Gilbert Lambuth Memorial Chapel



Podiums (2)
Balcony
Speakers
Piano
Pipe Organ
Choir Stand
Sound Board

Seating Capacity: 1,200

Wireless connection available
Microphone Connections



Contact Jacqueline Connie at 8295 for more information.

Primary Usage: Sunday Services,
Wednesday Chapel Programs, Pageants,
Baccalaureate, Concerts, Funerals



Student Center

Location: Edmund and Ethel Peters
Campus Center
2nd Floor



Flat Screen Television
Piano
Chairs (94)
Gaming Tables (10)

Seating Capacity: 94

Wireless connection available



Contact Tiffaney Williams at 8282 for more information.

Primary Usage: Parties, movie nights, meetings, forums, and other student activities



Odeum

Location: Gilbert-Lambuth Chapel
(In the music building behind the sanctuary)



Stage
Speakers
Piano
Microphone connections
Microphone Stand

Seating Capacity: 205-275

Wireless connection available
Sound & Picture from the sanctuary can be added to this room if needed.



Contact Jacqueline Connie at 8295 for more information.

Primary Usage: Play Performances and rehearsals; Overflow room for the sanctuary; choir practices; forums



Yerby Conference Room

Location: Frank Yerby House

Electronic Projection Screen
Tables
Chairs

Seating Capacity: 50

Wireless connection available

Contact Lois Hayes at 8324 for more
information.



Primary Usage: Press Conferences,
Academic functions, Book Club meetings





C.H.O.I.C.E.S. Room

Location: Edmund and Ethel Peters
Campus Center
2nd Floor—Room



Podium
Projection Screen
Seating
Tables

Seating Capacity: 20-24
Wireless connection available

Contact Willie Mae Allen at 8388 for
more information.



Primary Usage: Student Services
meetings



Lion's Den

Location: Edmund and Ethel Peters
Campus Center
1st Floor—Room



Tables
Chairs
Kitchen Area
Refreshment Station

Seating Capacity: 50

Wireless connection available



Contact Edmond McClendon at (706)
396-8147 for more information.

Primary Usage: Small Banquets;
Luncheons; Forums, commonly used to
serve breakfast, lunch, and dinner



Gandy-Richardson Lecture Hall

Location: Haygood-Holsey Hall
2nd floor Room 210

Stage
Podium
LCD Projector
Electronic Screen
Tables (10)
Chairs (attached to the tables)
Instructor's Desk
Elmo
DVD/VCR Player
Computer



Seating Capacity: 81

Wireless connection available
Last table has no chairs



Contact Garry Howell at 8326 for more information.

Primary Usage: Faculty and Staff meetings,
Classroom instructions, Video conferences



President's Conference Room

Location: Edmund and Ethel Peters
Campus Center
1st Floor—Room



Table (1)

Chairs

Seating Capacity: 25

Wireless connection available



Contact Edmond McClendon at (706)
396-8147 for more information.

Primary Usage: Serve meals to the
President and guest.



Chandler Conference Room

Location: Warren A. Candler
2nd Floor—Room

Microphone System
Kitchen Area
Podium
Chairs
Tables
Mobile Projection Cart
LCD Projection
Speakers
VHS/DVD Player (Can be used to play music)

Seating Capacity: 175

Wireless connection available
Partitions available to create three separate rooms



Contact Peggy Hines at 8302 for more information. In order to use the mobile projection cart you must see Lois Hayes at 8324.

Primary Usage: Meetings, Forums,
Conferences, Acknowledgement Dinners,
Luncheons or Brunches