

# Event Overview

## EVENT LOGISTICS

Event Title	
Dates / Time	
Location	
Event POC	
Faculty Host	

**EVENT DETAILS** (Please enter all details to your event, such as: 11:30 am 12:00 pm – Lunch (UNMCC Foyer), 12:00 pm - 1:00 pm – Seminar (UNMCC Auditorium), # of Attendees  
**Please specify times and actions**

**BUILDING SUPPORT & PARKING:** Will you need GSA Services:  Yes  No

GSA Services	Please specify times and actions
Pre-Event Set-up	Please specify times and actions
Event Day Building Support	Please specify times and actions (Example: GSAs to be on call between 9:00 am - 2:00 pm)
Event Day Parking Needs (Only 34 parking slots available)	Please specify times and actions (Example: Event Parking signs to be placed in first entry and second entry of Cancer Center)
Event Day Entrance / Exit	Please specify times and actions

**HOUSEKEEPING:** Will you need Housekeeping Services:  Yes  No

Please specify times and actions (Example: Housekeeping to be available to clean up after the seminar)

**AUDIO VISUAL A/V SUPPORT:** Will you need IT Support:  Yes  No Heat Ticket #:

PowerPoint	Please specify times and actions
Microphones	Please specify times and actions
PC/MAC Adapters	Please specify times and actions
Pointers	Please specify times and actions
Other	Please specify times and actions

**CATERING:** Will there be catering  Yes  No

- Please provide the Vendor, Vendor Phone:
- Please provide arrival time/special

## Key Numbers

UNMCC General Service Assistant Desk	505-925-0101
Joanne Baca de Holguin, UNM CCC Program Coordinator	505-925-0474
Rae Ann Paden, UNM CCC Chief Administrative Officer	505-934-1103 (cell)
Veronica San Martin, UNM CCC Administrative Coordinator	505 925-0178; 505-410-3073 (cell)
Kyle Oathes, Director of Environmental Services	505 925-0284; 360-739-1737 (cell)
Don Engdahl, UNM CCC Facilities Coordinator	505 925-0317; 505 205-4324 (cell)
Alex Sanchez, UNM CCC	505-934-1336 (cell)