

OFFICE OF
SPECIAL EVENTS

PROGRAM PLANNER'S GUIDE

Montgomery College
Advancement

INTRODUCTION

The **Special Events Office** will coordinate and direct milestone events that include commencement, College anniversaries, convocations, galas, and events that celebrate the success of our students. The Special Events Office will assist in developing events/activities that support and enhance our institutional mission and goals, contributing to the accomplishment of objectives in academics, alumni relations, fund raising, and image building.

Successful programs are the result of thoughtful planning and execution. Such programs do not rely on chance or happenstance. More often than not, successful programs involve a group of people working effectively together to execute a carefully organized plan.

The following Program Planner's Guide outlines the steps you need to take to begin the process, plan the program, and successfully conclude it. The principal steps are contained in this guide. For further information, contact the Montgomery College Office of Special Events.

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RESEARCH

There are five steps to successful event planning. They are Research, Design, Planning, Coordination, and Evaluation. The first phase is research.

Preparation and effort at the initial stage of event planning reduces the risk of planning an unsuccessful event. The more research you conduct prior to the event, the more likely you are to produce an event that matches the planned outcomes. Using quantitative research, determine the demographics for the event. Include gender, age, income and other pertinent facts about the future for the event. Focus groups, committee recommendations, surveys, and statistical reports are good sources for this information.

We suggest using the SWOT (strengths, weaknesses, opportunities, and threats) method of case analysis. Analyzing the strengths and weaknesses and the opportunities and threats will help identify the internal and external variables that may hinder your event's success. Some examples of an event's strengths are an excellent site, good potential for sponsors, strong funding, many volunteers, and a well-trained volunteer staff. Weaknesses include a lack of funding, few volunteers, poor publicity, and so on. Opportunities are media appeal and celebrity or political appearance, while threats include weather, political in-fighting, crowd behavior, and alcohol consumption.

Once these issues are considered, a successful event can be planned, coordinated, and evaluated.

Event Strengths and Weaknesses	
Strengths Strong funding Good potential for sponsors Well trained staff Many volunteers Good media relations Excellent site	Weaknesses Lack of funding No potential for sponsors Poorly-trained staff Few volunteers Poor media relation Undesirable site
Event Opportunities and Threats	
Opportunities Civic anniversary Chamber of Commerce promotion Celebrity appearance Align with environment cause Tie-in with media	Threats Weather Political in-fighting Violence from terrorism Alcohol consumption Site in high crime area

DESIGN

At the concept design stage, it is appropriate to employ the five Ws and an H method. The five Ws consist of who, what, where, when, and why. Ask these questions: Who will benefit from this event and who will they want to attend? What is the compelling reason for this event? What elements and resources are required to satisfy the needs identified? Where is the best destination, location, or venue? When will the event be held? Is the date and time flexible or subject to change? Why must this event be held? Answering the five Ws questions will help you determine the H—How to create an event that satisfies all these elements. To help you with these questions create a team of professionals.

The Events Management Needs Assessment

Why? +	Who? +	When? +	Where? +	What?
What is the compelling reason for this event? Why must this event be held?	Who will benefit from this event? Who will they want to attend?	When will the event be held? Is the date and time flexible or subject to change?	Where is the best destination, location, or venue?	What elements and resources are required to satisfy the needs identified above?
= How? Given answers to the five Ws, how do you effectively research, design, plan, coordinate, and evaluate this event?				

SELECTING THE TEAM

You can select committee members in a variety of ways: through an interview process, by appointment, by election, or simply by asking for volunteers. Selecting members through an interview process enables you to find the most qualified individuals for particular assignments based on their potential, skills, competency, and interests. Most committees are composed of volunteers of varying interests and capabilities. For maximum effectiveness of the committee, several items should be noted:

- ❖ Volunteers should be recruited and selected because of specific needs of the program. One who feels valued and recognizes that his or her time, talent, energy, and sacrifice will make a difference to the effort can be more readily recruited.
- ❖ The job function or assignment for each committee member should be carefully written and defined. Descriptions should include the position title, time commitment, qualifications, and specific duties. The committee member must be able to see how the assignment fits into the total program. Expectations should be spelled out and subject to discussion with (and input from) the committee member.
- ❖ An orientation should be conducted for all committee members that allows for providing background information, discussion of any relevant challenges and resource needs.

- ❖ Personal recognition (usually inexpensive) is the primary motivation for volunteers. Such recognition should be provided regularly and in public. Notwithstanding members who may receive monetary reward, it is the feeling of accomplishment and meaningful contribution that drives their efforts.
- ❖ Creativity must be encouraged and supported because ultimately the product you will offer is a creative act. Creativity is an essential ingredient in every event management process. (Rule #1, There are no bad ideas; Rule #2, Go back and read rule #1.) Care should be taken to hear all ideas without discouraging volunteers or committee members.

DEFINING GOALS AND OBJECTIVES

Written goals should be related in some manner to the overall purpose of the group or committee. Write individual objectives for each goal as the first step toward accomplishing the goal. Goals are usually broad, future-oriented, and expressed qualitatively or quantitatively. Objectives (or tasks) should be specific, measurable, shorter in time frame, and dated. Each goal generally has several clearly defined tasks or objectives. Some important questions to ask are:

- ❖ Will this be a formal or casual affair?
- ❖ Will admission be free? Will tickets be collected?
- ❖ Determine the scale of the event—large or small?
- ❖ Do you have a confirmed budget?
- ❖ Have you selected a theme?
- ❖ How many people will be attending?
- ❖ How many people will you need to assist with the program?
- ❖ What skills or expertise are needed?
- ❖ Will there be seating or do you want to encourage mingling?
- ❖ How many tables do you need? Rectangular or round?
- ❖ Will the room be set auditorium style? Or dinner theatre style?
- ❖ What ways to convey your theme have you considered?
- ❖ What type of lighting or ambience is desired?
- ❖ Will you distribute or collect information?
- ❖ How many participants are expected?
- ❖ What refreshments will be available?
- ❖ What decorations are needed?
- ❖ What supplies are required?
- ❖ Will any items be printed?
- ❖ Will any gifts or novelties be purchased?
- ❖ Is additional security required?
- ❖ Are special set-ups required?
- ❖ Are A/V or technical services required?
- ❖ Is reserved parking required?
- ❖ How far in advance must the space be reserved?

PLANNING

The planning period is typically the longest period of time in the event management process. Disorganization is often the cause of this extended length of time and can be shortened if the research and design stages are productive and well managed. The planning phase involves using the time/space/tempo laws to determine how to best use your immediate resources. These three basic laws will affect every decision you make; how well you make use of them will govern the final outcome of the event.

The law of timing refers to how much time you have in which to act or react. The first question many event managers first ask the client is, “When would you like to schedule the event?” The answer to that question tells you how much time you have to prepare. Often the timetable may seem incredibly short. The law of timing sometimes requires that when an unreasonable time frame is allotted for professionally producing an event the event manager must decline to accept the opportunity. The ultimate factor that should govern the decision is “Given the amount of time can I produce an event that displays the quality and professionalism standards.”

The law of space refers to both physical space where the event will be held and the space of time between critical decisions pertaining to the event. The relationship of timing to space is one that is constant throughout the entire event process. When considering space for your event, one primary concern is the age and type of guest who will be attending. Older guests may not be able to tolerate extreme temperatures and this may preclude you from selecting an outdoor venue. Transportation and parking should also be considered carefully when choosing a venue.

The final law of event planning is concerned with the rate or tempo at which events take place, both during production planning and during the event itself. From the moment planning begins through the final meeting, the events manager must be aware of the projected deadlines and due dates. Avoid “maybes” and pin down exact dates and times that task must be performed. The actual event tempo will depend on the participants, planned activities, guests, refreshments, entertainment, and any other factor involved with the program. The tempo may need adjusting during the event, as needed, and based on the elements of the event.

After the event, the Gap analysis should be utilized to ensure that future programming will be improved and allow for incorporation of lessons learned into upcoming events. Identifying critical gaps in logic and providing recommendations for closure is the primary purpose of the Gap analysis.

CREATING A PROGRAM PLAN

Each subcommittee should prepare a list of tasks, completion dates, and person responsible for completing the task. Realistic projections of what (and how much time) is required to accomplish each task are essential. These items should be consolidated into one overall committee plan. This planning list will show all of the activities in sequential order that comprise the program plan. Although it can be revised as needed, the program plan will provide a timeline—a means to assess committee progress. If the program plan includes contacts, logistical issues, and concerns, future planning will be easier.

COORDINATION EXECUTING THE PLAN

This is it—the day has come and the curtain goes up, the tempo accelerates, and the coordination of the minute-by-minute activities begin. The ability to make good decisions and use good judgment is essential at this point. It is time to apply critical analysis and decision making to effectively deal with the hundreds of on the fly decisions that face the events coordinator.

Event Coordination Decision-Making Methods

1. Collect all of the information. Most problems have many sides to review.
2. Consider the pros and cons of your decision in terms of who will be affected.
3. Consider the financial implications of your decision.
4. Consider the moral and ethical implications of your decision.
5. Make the decision and do not look back.

CHAIRING A COMMITTEE

A successful committee chair:

- ❖ Knows the purpose of the committee and the mission of the organization.
- ❖ Informs the committee members of the purpose and mission.
- ❖ Assigns a subcommittee head for each activity or task.
- ❖ Knows each of the committee members.
- ❖ Helps the subcommittee heads with problem areas.
- ❖ Has each subcommittee head submit regular progress reports.
- ❖ Accepts and supports the decisions of the committee.
- ❖ Delegates both authority and responsibility for achieving a given task.
- ❖ Does not force his or her ideas on the committee.
- ❖ Sets the regular meeting time and place.
- ❖ Evaluates the committee's work at the conclusion of the program.

RETAINING AND MOTIVATING COMMITTEE MEMBERS

Recognizing superior effort or outstanding performance is one of the most effective motivational tools available. A well-deserved pat on the back goes a long way in guaranteeing the success of a program. Committee members know they are appreciated and are willing to go “the extra mile” when someone takes the time to smile and say, “Great job!” Listed below are a few suggestions on ways to express appreciation for committee member's hard work.

- ❖ Smile and say “thank you” (this is never done often enough).
- ❖ Plan “get-togethers” away from work (pizza parties, happy hours, picnics, etc.).
- ❖ Get together on a one-to-one basis (treat to a cup of coffee, lunch, etc.).

- ❖ Mention the effort in any meetings, newsletters, etc.
- ❖ Recognize important events (birth of a child, promotion, birthday, illness, etc.)
- ❖ Plan a recognition “get-together” at the conclusion of the project.
- ❖ Write thank you notes.
- ❖ Award outstanding performances with special certificates.

TRAINING COMMITTEE MEMBERS

You should spend some valuable time transforming individuals into a purposeful team. Many groups and committees are based on sound foundations and possess rich histories of purpose, support, and commitment from past generations, programs, and experiences. Those new to an organization or group should become familiar with the traditions that make the group what it is today.

- ❖ Provide each member with an understanding of the history, rationale, and purpose of the group (and the activity).
- ❖ Involve past members and group alumni in orientation discussions.
- ❖ Discuss the expectations and commitment required of group members.

ASSIGNING THE TASKS

Organizing a successful event or activity is a complex task. Although each activity is unique, there are several issues that all events have in common:

- ❖ Site (set-up, decorations, sound, and lights)
- ❖ Food
- ❖ Equipment/Supplies (audio-visual)
- ❖ Materials (handouts, programs, etc.)
- ❖ Publicity

Each “task” should be broken down into a specific assignment and given a completion date.

CONDUCTING COMMITTEE MEETINGS

The meeting structure most commonly used for committee meetings is informal and based upon group consensus. The chair of the group is responsible for conducting the meeting and moving the group to a decision; therefore, to maintain order, you should employ a modified form of parliamentary procedure.

To run an effective meeting:

- ❖ Have a positive and enthusiastic attitude.
- ❖ Have a well-defined purpose and objectives for the meeting.
- ❖ Notify participants in advance of meeting objectives and expectations.

- ❖ Determine who will keep the minutes and what will be recorded.
- ❖ Arrange the room so everyone can be seen and heard.
- ❖ Develop and follow an agenda (provide to everyone in advance, if possible).
 - Minutes of the previous meeting
 - Subcommittee reports
 - New and old business reports
 - Announcements
- ❖ Be conscious of time.
- ❖ Final five steps of the meeting:
 - Review all important decisions made
 - Restate all task assignments and completion dates
 - If possible, indicate the agenda for next meeting
 - Set time and place for next meeting
 - Thank participants for attendance and participation

When working as a team it is important to share responsibilities with others. Maintaining control is often the reason such sharing is limited. Following are important reasons for *increasing* the level and scope of tasks delegated (that is, sharing of responsibilities):

- ❖ Sharing responsibilities gives others a chance to develop their leadership potential.
- ❖ Committee members are more satisfied when committees reach goals.
- ❖ Committee members may display additional skill sets.
- ❖ Committee members share, develop, and use more information, ideas, and suggestions.
- ❖ Committees accomplish more objectives when its members are fully engaged.
- ❖ Committees generate more support for the activity.
- ❖ Committee leaders can hone their leadership skills by leading others.
- ❖ The full involvement of others results in the development of trust and friendship.



EVALUATION

Too often event managers proceed by memory to produce an event in a style with which they are most familiar. A great deal of information can be used for future events if evaluation is performed after the event has concluded. Scheduling a committee post meeting-event will allow for analysis and implementation of improvements in future events. This is a crucial step in continually improving programming and special events.

EVALUATING THE PROGRAM

- ❖ Decide how you will evaluate the program (surveys, attendance, tickets sold, etc.).
- ❖ Were the specific goals and objectives accomplished?
- ❖ Describe any unanticipated problems.
- ❖ Determine any areas for improvement, consider:
 - Was the facility adequate?
 - Did the Program run smoothly and as scheduled (or advertised)?
 - Was publicity sufficient?
 - What would you have done differently?



PROGRAM PLANNING CHECKLIST _____

The following is a general outline of the principal tasks that need to be accomplished when planning an event or activity. Determine which items are relevant for your activity. Each task should be delegated and a completion date determined. As every program is unique, prepare to add to the list as necessary.

- | | <u>ASSIGNED TO</u> | <u>DUE</u> |
|--|--------------------|------------|
| <input type="checkbox"/> Schedule event _____ | | |
| <input type="checkbox"/> Check calendar conflicts _____ | | |
| <input type="checkbox"/> Establish program budget (including fees and labor) _____ | | |
| <input type="checkbox"/> Prepare projected budget _____ | | |
| <input type="checkbox"/> Identify income or sources and expenses _____ | | |
| <input type="checkbox"/> Identify any necessary sub-committees _____ | | |
| <input type="checkbox"/> Prepare any necessary purchase orders _____ | | |
| <input type="checkbox"/> Reserve facility (room, building,
any outdoor areas) * _____ | | |
| <input type="checkbox"/> Reserve parking _____ | | |
| <input type="checkbox"/> Reserve security officers _____ | | |
| <input type="checkbox"/> Arrange for sound (microphone,
podium, lights, etc.) _____ | | |
| <input type="checkbox"/> Provide diagram for tables, chairs, etc. _____ | | |
| <input type="checkbox"/> Consider need for decorating or rehearsal time _____ | | |
| <input type="checkbox"/> Committee assignments _____ | | |
| <input type="checkbox"/> Decorations _____ | | |
| <input type="radio"/> Design decorations | | |
| <input type="radio"/> Buy materials | | |
| <input type="radio"/> Construct decorations | | |
| <input type="checkbox"/> Refreshments _____ | | |
| <input type="radio"/> Arrange for food service (reception, buffet, dinner, box lunch, etc.) | | |
| <input type="radio"/> Arrange for servers, etc. | | |
| <input type="radio"/> Prepare nametags and assignments | | |
| <input type="checkbox"/> Program _____ | | |
| <input type="radio"/> Decide length and organization of activity | | |
| <input type="radio"/> Decide seating and staging arrangements | | |
| <input type="radio"/> Tickets or open admission? | | |
| <input type="radio"/> If tickets are used, design a sales or distribution plan | | |
| <input type="radio"/> If tickets sold at the door, secure cash box, cashier (complimentary passes?). | | |
| <input type="radio"/> Arrange for start-up change. | | |
| <input type="radio"/> Determine day of event roles and responsibilities | | |
| <input type="checkbox"/> Reserve any special equipment (slide, overhead, LCD projectors, etc.) _____ | | |

* Consult the Collegewide Policies and Procedures Manual for restrictions on use of College Facilities.

- ☐ Ensure that all necessary contracts are approved and signed by the appropriate authority. _____
- ☐ Contact program resource people _____
- ☐ Order any special equipment needed _____
- ☐ Order any special items (gifts, flowers, imprinted novelties, etc.) _____
- ☐ Publicity _____
 - ☐ Prepare announcement, press release, etc.
 - ☐ Order posters, fliers, table tents, buttons, etc.
 - ☐ Consider MC calendar of events, e-mail, use of mailroom
- ☐ Issue invitations _____
- ☐ Arrange for: _____
 - ☐ Transportation _____
 - ☐ Parking _____
 - ☐ Lodging _____
 - ☐ Meals _____
 - ☐ Any day-of staffing needs _____
- ☐ Decide theme and decorations _____
- ☐ Coordinate physical set-up (seating, room arrangements, tables, etc.) _____
- ☐ IF TICKETS ARE USED: _____
 - ☐ Decide seating arrangements
 - ☐ Have tickets printed and numbered
 - ☐ Consider raffle (double-numbered) tickets
 - ☐ Design sales campaign
 - ☐ Establish ticket sales locations (or people)
 - ☐ Prepare any complimentary passes
 - ☐ Secure cash boxes
 - ☐ Arrange for petty cash (if selling at the door)

AFTER THE PROGRAM

- ☐ Return borrowed or rented equipment _____
- ☐ Remove all decorations and signage _____
- ☐ Assign a clean up committee _____
- ☐ Pay all invoices _____
- ☐ Evaluate the program with the committee _____
- ☐ Congratulate, recognize and thank committee members _____
- ☐ Send any other appropriate letters of appreciation _____
- ☐ Follow up with attendees with "thank-you" notes, correspondence luncheon invitations, or other potential contacts. _____

RESOURCES at MONTGOMERY COLLEGE

AUDIO-VISUAL EQUIPMENT

If you intend to show slides, a PowerPoint presentation, or a movie, you'll need to make special arrangements with your campus Learning Resources Department. They can do this and more, let them know what you want to do. A Media Equipment Request Form must be submitted 10 days prior to event or program and equipment may be subject to availability.

Germantown	240-567-7861
Rockville	240-567-7148
Takoma Park	240-567-1532

BOARD OF TRUSTEES OFFICE

If you wish to invite any or all members of the Montgomery College Board of Trustees to attend or to speak at your event or program, you must contact Arlean Graham, administrative manager in the Board of Trustees Office at 240-567-7120 or e-mail at arlean.graham@montgomerycollege.edu with your name, the date and time of the event, and a contact person and phone number. In addition, you must forward all correspondence pertaining to your event including invitations, program, and script information prior to the event.

COLLEGE CALENDAR

The Montgomery College Web site contains a calendar listing feature which publicizes events and information to the public as well as Montgomery College students, faculty, staff and administrators. You may use this free advertising venue by submitting your event specifics online at www.montgomerycollege.edu/calendar/SubmitEvent.html.

COLLEGE MARQUEES – Advertise your Event for FREE

There are four (4) marquees on the Rockville Campus. Two (2) are located on Route 355, and two (2) are located on Mannakee Street. Please remember that the marquees are in constant use, so plan ahead and submit your request early. They are numbered as follows:

- #1 - On Mannakee Street (View going west on Mannakee, toward Nelson)
- #2 - On Mannakee Street (View going east on Mannakee, toward Route 355)
- #3 - On Route 355 (View going south, toward downtown Rockville)
- #4 - On Route 355 (View going north, toward Gaithersburg)

There are two (2) marquees on the Takoma Park Campus. One is located at the corner of Takoma Avenue and Fenton Street; the other is located

There is one (1) marquee on the Germantown Campus. It is located at the entrance to the campus.

Each campus makes every effort to accommodate as many requests as possible.

The marquees hold three (3) lines each, with the following capacity:

Line #1 - 23 characters, including spaces

Line #2 - 28 characters, including spaces

Line #3 - 28 characters, including spaces

Takoma Park Campus – Dean of Student Development Office	240-567-1469
Rockville Campus - Vice-President & Provost Office	240-567-5013
Germantown Campus – Office of Facilities	240-567-7883

COLLEGE SEAL

A painted wooden replica of the College’s seal appropriate for hanging on a wall or podium is available for use by contacting Mary Ellen Glowacki in the president’s office at 240-567-5264 in Rockville or the Facilities Office at Takoma Park at 240-567-1570, and the Provost’s Office in Germantown at 240-567-7711.

The Rockville ITV Department will use their seal, appropriate for television production, during filming of events/ programs if requested.

Black vinyl banners, bearing the Montgomery College Seal in color, are available in six- and 10-foot squares, by calling the Office of Special Events at 240-567-7489, 240-567-4019 or 240-567-5274.

CONCESSIONS/ALCOHOL

Any event at the Performing Arts Center, the Theatre Arts Building, or anywhere on campus will be more enjoyable for your guests with a professional concession operation handled by Montgomery College/Contract Services. Auxiliary Services can provide softdrinks, hot drinks, candy, popcorn, ice cream, hot dogs, etc. for sale at your events, and you will not have to worry about anything. Sales can take place before your event begins, continue throughout the event, or at intermission, whatever is appropriate.

Auxiliary Services are also able to sell beer and wine at events, although guaranteed revenue is required. The concessions operations feature the most popular brands served by enthusiastic professional staff. Service is available whenever the event is scheduled...evenings, weekends, year-round.

You can combine concessions with catering. For instance, Auxiliary Services will serve beverages along with catered cheese and fruit platters. Anything you need to make your event special...the possibilities are up to you. For more information, contact Janice Cavin at 240-567-1924 or email janice.cavin@montgomerycollege.edu.

CREATIVE SERVICES (Publications, Editors, Graphic Designers, and Photographer)

Creative Services in the Office of Communications is located at 900 Hungerford Drive, Suite 200 of the Mannakee Building on the Rockville Campus. Each year, Creative Services serves Montgomery College by producing more than 500 publications in a dynamic, production-driven environment. Some of the services we offer are publications consultation; writing, editing, and design; art direction; and photography. We currently offer online publications templates through MYMC for brochures, postcards, fliers, programs, invitations, and envelopes. In addition, the MC logos, seal, photographs, and the Mission Statement are available.

Our staff is composed of the following people: Jennifer Baugh (Creative Services Director), Donna D'Ascenzo and Clint Wu (Graphic Designers), Jane Abraham (Accounts Manager/Computer Specialist), Jill Fitzgerald, and Tina Kramer (Writers/Editors), and Don Rejonis (Photographer).

Multicolor and marketing publications to the outside community must be done by Creative Services. For those publications, you may contact Jennifer Baugh, Creative Services Director, at 240-567-7948.

DSS STATEMENT AND CONTACTS

When planning College events and workshops for students with disabilities please allow two weeks prior to the event for Disability Support Services (DSS) requests. This is to ensure that you have time to make the necessary accommodations for accessibility, such as sign language interpreters, large print handouts, assistive technology, etc. Please include a statement regarding how to request accommodations due to a disability-related accommodation. This will allow the College to meet its legal responsibility to provide equal access to all programs and services in accordance with Section 504 of the Rehabilitation Act on 1973 and the Americans with Disabilities Act of 1990. The event coordinator should receive all calls requesting special accommodations then call the DSS counselor on your campus for specific student accommodations arrangements. Sample statements appropriate for fliers and invitations are provided below. For more information regarding a student event, contact the DSS counselor at the appropriate campus.

Use the TTY numbers if you have a student that is deaf or hard of hearing and contact a DSS Counselor for assistance. If this is a public/community MC event, add a TTY number that the student with a disability may use to contact your office directly. If you receive requests for sign language interpreters for your student event or workshop at any campus, please contact Julie

Rogers, DSS Interpreter/Scheduler, at 240-567-4177 or 240-567-9672 (TTY) or fax request to 240-567-5097 two weeks before the event.

For assistance, please contact the DSS office or visit our DSS website at:
www.montgomerycollege.edu/Departments/dispsvc/index.htm

Sample Statement below or located at:
www.montgomerycollege.edu/Departments/dispsvc/the-law.htm#access

"To request accommodations for a disability, please contact [name, department, address, phone number] at least two weeks before the [event/workshop]."

Disability Support Services:

Germantown	240-567-7770	TTY: 240-567-7767*
Rockville	240-567-5058	TTY: 301-294-9672*
Takoma Park	240-567-1475	TTY: 301-587-7207*

*TTY numbers are for deaf and hard of hearing students.

FOOD SERVICE/CATERING

Montgomery College’s on-site food service company is Chartwells Dining Service, one of the largest food service companies in the country. Chartwells is experienced in preparing food for all types of events, and working on your event will be a pleasure! Contact the College’s Office of Contract Services/Auxiliary Services, will help coordinate your event with the food service contractor and other College offices so that all your needs are met. Please call 240-567-7665 or e-mail janice.cavin@montgomerycollege.edu to make arrangements.

We want your event at the College to be a memorable and pleasant experience for you and your guests. One way that we can help is by offering our professional services to provide food and beverages. Whether it is a simple request for coffee and tea, a more complex event for lunch or dinner, or a large gala event, we can sit down and design a menu that is right for your group and your budget.

A catering menu will be designed for your event, then a contract will be sent for the account manager’s approval. All catering orders must be in the catering office five (5) working days prior to the event. The completed catering contract will be e-mailed or mailed to you prior to your event. The contract should be sent to the Office of Contract Services/Auxiliary Services, Campus Center. The contract will need to be completed with an account number and the account managers signature. The guaranteed number of people is needed 48 hours prior to your event. Cancellations received less than 48 hours in advance will be subject to charges for committed waiting personnel and specially purchased menu items that can not be utilized for future events or that are in the state of preparation.

Other Catering Options

All the prices are based on styrofoam service, however, your event can be upgraded to hard plastic or china service depending on your needs. Additional catering options include floral arrangements, linen skirting, tablecloths and round tablecloths (your choice of colors). The associated costs will be discussed during the planning for the event.

INSTRUCTIONAL TELEVISION (ITV)

The Instructional Television (ITV) and Media Production Services offers state-of-the-art digital media and television production services to the College and the community. We are also known as Montgomery College Television and can be found on Channel 10 on the Starpower and Comcast cable network. For more information about our services and programming check our Web site at www.montgomerycollege.edu/Departments/itv or call Ms. Bobbi Price at 240-567-1730.

MC COPIES (Graphic Design, Posters, Buttons, Copying, etc.)

MC Copies is a copy and graphics shop located at 142 Campus Center. It features discount photocopying, full-color photocopying, desktop publishing, poster and flyer services, lamination, binding, FAX services, custom button pins, and many other services. Hours are Monday through Thursday, 10 a.m.–6 p.m., and Friday, 10 a.m.–5 p.m.

Resident Graphic Artist – Steve Wolf 240-567-5183

MEDIA RELATIONS (Free Publicity)

Do you want to see your event publicized on the College Web site, in local newspapers, or on television? Did you know it doesn't have to cost you a cent to receive publicity? All you need to do is get together your facts (who, what, when, where, and how) and contact Elizabeth Homan, the College's media relations director, for assistance with press release and contacting the media. Call 240-567-7970 or e-mail her at Elizabeth.homan@montgomerycollege.edu.

MONTGOMERY COLLEGE INSIGNIA MERCHANDISE OR GIFTS

Are you looking for a gift to commemorate your event or want to say a special thank you to a speaker? If you need one item—or 1,000—Montgomery College Bookstore sells or can special order a variety of items that are attractive, inexpensive, and perfect for any occasion. All can be personalized and inscribed with the Montgomery College name or seal. The bookstore also stocks balloons. We carry latex balloons with the Montgomery College logo, as well as all the campus colors and mylar balloons in retirement, birthday, thanks, and congratulations/best wishes categories.

If you need supplies for your program, the bookstore also has an institutional sales program which carries special discounts.

Contact Susan Kryszak, the bookstore merchandise manager at 240-567-7678, or by e-mail susan.kryszak@montgomerycollege.edu. Please remember to allow four to six weeks for items that need to be personalized.

PRESIDENT'S OFFICE

If you wish to have the Montgomery College president attend or speak at your event or program you must contact Mary Ellen Glowacki, schedule coordinator in the President's Office at 240-567-8264; or e-mail at maryellen.glowacki@montgomerycollege.edu to schedule time. An e-mail request is preferred containing your name, the date and time of the event, and a contact person and phone number. In addition, you must forward all correspondence pertaining to your event including invitations, program, and script information prior to the event.

PROTOCOL

Did you realize that the American Flag is always placed to the right of the speaker?

If you need to know whether to "kiss, bow, or shake hands" or where to place the flags, please contact the Office of Special Events at 240-567-7489, 240-567-4019 or 240-567-5274.

RESERVED PARKING

Requests for reserved parking should be made to the facilities scheduler at each campus as soon as possible, preferably at the time that the space reservation request form is submitted to the Office of Facilities. The need for reserved parking should also be noted on the space reservation form. However, please be aware that the amount of space that can be reserved may be very limited or might not be available during peak class times or if there are competing requests.

The need for additional or dedicated security staff to assist with parking should also be noted on the request form. Additional labor fees may apply when additional security staff or overtime hours are required. Generally, security staff is not available to direct guests to an event; this is the responsibility of the event coordinators or special events staff.

Due to space limitations, parking spaces cannot be reserved for all of the participants of an event. Some parking can generally be set aside for visiting dignitaries, elected officials, or members of the Board of Trustees provided that sufficient advance notice is given.

Exceptions:

Rockville Campus – Requests to reserve more than 10 spaces when classes are in session: The requestor must obtain the Provost's approval before more than 10 spaces can be reserved. Please provide a copy of the approval to the Facilities scheduler and the security supervisor.

Remote Parking/Shuttle Vans

Special arrangements have been made for certain large events at the Rockville and Takoma Park campuses to have parking at a remote location (TP: parking garage or RV: MCPS Parking Lot) and use College passenger vans to shuttle participants to the event. Such services are exceptional and are arranged on a case-by-case basis. This type of service may entail additional labor charges or overtime for van drivers.

ROBERT E. PARILLA PERFORMING ARTS CENTER

The Robert E. Parilla Performing Arts Center is a 500-seat theatre on the Rockville Campus which can be scheduled by contacting the Center on 240-567-7537.

USE OF COLLEGE FACILITIES

One of the first—and most crucial—steps in planning your event will be reserving the facility. To avoid disappointment, make arrangements with the Office of Facilities on your campus *before* proceeding with plans for your event.

To reserve a college facility, arrange for sound and lights, hang banners, or have tables and chairs set-up for an event, call the office of Facilities on your campus. They can also advise you on the most appropriate space to stage your activity and its availability. Allow a minimum of 10 days for a small event. *

A Request for Services Form and/or a Space Reservation Form will need to be completed and submitted to your campus facilities office. Please submit these forms at least 10 days in advance of your event. Diagrams of many of the College's event venues are available at the back of this guide for you to use in conveying set-up information. Simply print the appropriate page and draw-in the furniture and equipment placement. The facilities staff will use your information to set up the room.

Germantown Campus – Joann Harshman	240-567-7883
Rockville Campus – Jann Logan	240-567-5016*
Takoma Park Campus – Diane Kelley	240-567-1564

* Consult the Collegewide Policies and Procedures Manual for restrictions on use of College facilities.

To reserve facilities staff time for hanging banners or other assignments submit a work request to your campus Facilities Office or call the facilities service desk at:

Germantown	240-567-7882
Rockville	240-567-5073
Takoma Park	240-567-1563

SPECIAL TIPS TO MAKE YOUR EVENT SUCCESSFUL

BUS INFORMATION

Because Montgomery College is a three-campus institution, transportation between campuses can be a concern. Consider the Campus Connector Bus System as a suggested mode of transportation for your guests. This nonstop service connects all three campuses and the Universities at Shady Grove. This direct bus service is an excellent way for your guests to avoid dealing with the traffic and parking issues once they arrive. Routes and schedules can be found on My MC.

FLAG PROTOCOL

When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the speaker's right as he or she faces the auditorium. Any other flag so displayed should be placed on the left of the speaker or the right of the audience.

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size.

EMERGENCY PROCEDURES

Detailed emergency response plans are in place for each of Montgomery College's three primary campuses at Germantown, Rockville, and Takoma Park, as well as for off-site facilities, including its Workforce Development & Continuing Education centers at Gaithersburg and Wheaton. For information on the emergency response plans and evacuation assembly areas and maps, please visit the Montgomery College Web site at www.montgomerycollege.edu/news/emergency

PHOTOS

The Office of Institutional Advancement has a full-time photographer on staff. If you would like to have pictures taken at your event, call Don Rejonis at 240-567-7541 at least six weeks prior to your event.

VENDOR CONTACTS

The following vendor contacts have performed satisfactorily in the past for Susan Sullivan, the director of special events. All these vendors have worked at the College and are familiar with our policies and procedures and have the necessary paperwork on file. If you have any questions regarding these vendors, contact Susan at 240-567-7489. The purchase of goods or services over \$2,500 should be coordinated with the Office of Procurement

BALLOONS AND MORE

Adventures Aloft

26809 Haines Road
Clarksburg, MD 20871
301-253-3313

Contact: Kevin Poeppelman

Comments: Provides hot air balloon rides, charter flights, and advertising/promotions.

Ballroom Balloons

(By Appointment)
11807 Pittson Road
Silver Spring, MD 20906
301-652-5444

Contact: Stan Rosen

Comments: Balloon decorating and singing telegrams.

www.ballroomballoons.com

Montgomery College Bookstore (Rockville Campus)

51 Mannakee Street
Rockville, MD 20850
240-567-7678 (College Contact: Susan Kryszak)
Comments: Will deliver balloon bouquets or balloons and gift bag to any campus office and will also decorate for large events.
www.montgomerycollege.edu/bookstores/

Roberts Oxygen

15830 Redland Road
Rockville, MD 20855
301-948-2205
Main Office: 301-948-8100
Fax: 301-948-0037
Comments: Helium and balloon supplier. Will deliver to the College.
www.robertsoxygen.com

BANNERS

MC Copies

240-567-7676

Sign-a-rama

16159 Shady Grove Road
Rockville, MD 20850
301-948-8088
Fax: 301-948-8244
Contact: Steven Christner
www.signarama.com

CATERERS

B & B Washington's Caterer

7041 Blair Road, NW
Washington, DC 20012
202-829-8640
www.washingtonscaterer.com

Chartwells (Rockville Campus)

51 Mannakee Street
Rockville, MD 20850
240-567-1924 (College Contact: Janice Cavin)
301-309-9108 (Chartwells Contact: Dave Martin)
301-279-0706 (Fax)
Comments: Chartwells is currently the College's contracted food vendor. They are very easy to work with and supportive of the College. Will work within budget limitations.

Corcoran Caterers

2401 Montgomery Street
Silver Spring, MD 20910
301-588-9200
Fax: 301-589-0027
Contact: Chuck and Martha Corcoran
www.corcorancaterers.com

Gallagher's Catering

8609 Ziggy Lane

Gaithersburg, MD 20885

301-528-9222 Office Phone

301-869-4809 Kitchen Phone

Contact: Clem McClintock

Comments: Very easy to work with and supportive of the College. Will work within budget limitations.

Great Falls Gourmet

313 Spring Street

Herndon, VA 20170

703-481-9500

Fax: 703-481-6200

Contact: Diane Hill

www.greatfallsgourmet.com

JR Caterers (Germantown and Takoma Park campuses)

20200 Observation Drive

Germantown, MD 20876

301-353-9101

301-650-4558 (TP)

www.jrcaterers.com

Contact: Jacob Kallarackal

Comments: JR is currently the College's contracted food vendor. They are very easy to work with and supportive of the College. Will work within budget limitations.

CLOWNS**Bozarina the Clown**

301-572-2920 Home

301-937-7892 Fax

301-458-2130

Contact: Beverly Wood or Al Wood

Comments: Bozarina does balloon sculptures and face painting. She comes dressed in a full clown costume and can be placed anywhere. She does not work on Saturday's.

Candy Cane

301-989-0228

Contact: Kathy Schettler

Comments: Candy Cane does balloon sculptures, magic, and face painting. She comes dressed in a full clown costume and she can be placed anywhere.

Crackers the Clown

5201 Carlisle Pike

New Oxford, PA 17350

717-624-4250

Contact: Jennifer Miller

Comments: Crackers does balloon sculptures and wonderful face painting. She comes dressed in a full clown costume and she can be placed anywhere.

COSTUME SHOP AND SANTA SUIT RENTAL**Costumes Creative**

9168 Brookville Road

Silver Spring, MD 20910

301-587-6275

www.costumescreative.com

Comments: More than 15,000 rental and custom-made costumes

Footlights (Santa Suit Rental Only)

306 East Church Street

Frederick, MD 21701

301-696-1558 Office Phone

Price: \$50 for a one-day rental

Comments: A very nice Santa outfit with all the accessories for a good price.

Hollywood East Costumes

493 S. Stonestreet Avenue

Rockville, MD 20850

301-424-2687

Comments: All types of costumes

DISC JOCKEY'S

Good Vibrations

9509 Grennel Road
Damascus, MD 20872
301-774-2882
www.goodvibrations.org
Contact: Vinnie Colbert

Hot Shots

P.O. Box 3017
Gaithersburg, MD 20885
301-975-9800
Contact: Mark Dreibelbis
Comments: Comments: A pleasure to work with and very versatile. He can provide DJ services, photography, and video services.

ENTERTAINMENT

Mediterranean Images, Inc.

1000 Connecticut Avenue, N.W.
Suite 600
Washington, DC 20036
202-682-9440
Contact: Malika
www.malika.com
Comments: Belly dancer

Mexican Performing Arts Inc.

703-203-3938
Contact: Frank Soto
Comments: Excellent Mariachi Band

Washington Talent Agency

14670 Rothgeb Drive
Rockville, MD 20850
301-762-1800
www.washingtontalent.com
Comments: Serves all entertainment needs with Bands, D.J.'s, specialty acts, and more.

FLORISTS

Beall's Florist

13220 Wisteria Drive, Suite N13
Germantown, MD 20874
301-972-4900
301-588-8484

DaVinci's Florist

8839 Brookeville Road
Silver Spring, MD 20910
Contact: Vince Ferramosca
301-588-8484

Magellans Florist

5550 Norbeck Road
Rockville, MD 20853
301-460-1700

Rockville Florist

The Richie Center
785-C Rockville Pike
Rockville, MD 20852
301-294-9330
www.rockvilleflorist.com
Comments: Very easy to work with and will deliver. The College has an account and they will bill.

INVITATIONS AND CALLIGRAPHY

Creative Parties

8011 Woodmont Avenue
Bethesda, MD 20814
301-654-9292
www.cparties.com

Montgomery College/Creative Services

900 Hungerford Drive, Suite 200
Rockville, MD 20850
240-567-7948
Contact: Jennifer Baugh
www.montgomerycollege.edu

PARTY/PROMOTIONAL SUPPLIERS

Brown & Bigelow
(Promotional Items)
301-299-9678
Contact: Sara Miller

Campus Marketing Specialists (Promotional Items)

PO Box 2130
Fort Lauderdale, FL 33303-2130
www.campusmarketing.com
800-795-4267 Toll free
954-627-3887 Fax
Comments: This company provides all types of supplies (shirts, glasses, mugs, bags, key chains). Great to work with and will help you design logos and posters.

ICART & Associates, Inc.
10801 Lockwood Drive, #230
Silver Spring, MD 20910
301-681-2101
Contact: Traci Ellis Clary

Montgomery College Bookstore (Rockville Campus)

51 Mannakee Street
Rockville, MD 20850
240-567-7678 (College Contact: Susan Kryszak)
Comments: Will deliver balloon bouquets or balloons and gift bag to any campus office and will also decorate for large events.

Oriental Trading Company

1-800-875-8480 Toll free
www.orientaltrading.com
Comments: This company provides a variety of small novelty party items that are great for theme occasions.

Party City (Local Party Store)

1500 Rockville Pike
Rockville, MD 20850
301-770-5551
Comments: Local party store that provides all types of party accessories.
www.partycity.com

Silver Screen Design (Promotional Items)
324 Wells Street
Greenfield, MA 01301
1-800-593-4052 (Phone)
413-774-6877 (Fax)
www.silverscreendesign.com

PARTY RENTAL SUPPLIERS

Allied
4907 Rugby Avenue
Bethesda, MD 20814
301-986-0067

Party Plus Rental

410-768-1933
Contact: Leroy Dixon
Comments: Party Plus provides the commencement tent.

PHOTOGRAPHERS

Classic Photography
9380 Baltimore National Pike
Ellicott City, MD 21042
Contact: David Christian
410-203-1003

Hot Shots Photography

301-975-9800
Contact: Mark Dreibelbis
Comments: A pleasure to work with and very versatile. He can provide DJ services, photography and video services.

Imijination Photography

10772 Brewer House Road
Rockville, MD 20852
301-230-4545
Contact: Tony Brown
www.imijipphoto.com

Randy Sager Photography

5612 Alta Vista Road
Bethesda, MD 20817
301-564-9060
Contact: Randy Sager

PRINTERS

Balmar Printing and Graphics

301-990-2100

Contact: Denise Crowe

Formost Printing and Graphics

301-424-4242

Contact: John Hendershot

www.formostgc.com

Montgomery College/Creative Services

900 Hungerford Drive, Suite 200

Rockville, MD 20850

240-567-7948

Contact: Jennifer Baugh

www.montgomerycollege.edu

Rockville Printing and Graphics

301-251-0001

SOUND RENTAL EQUIPMENT

RCI Sound

10721 Hanna Street

Beltsville, MD 20705

301-931-9001 x 202 Office Phone

301-931-9002 Fax

Contact: Matt Snyder

Comments: Very easy to work with and have a great sound reputation. They do small and large events.

Entertainment Sound Production

2221 Kansas Avenue

Silver Spring, MD

301-608-2180

Comments: Call for directions.

TROPHIES AND ENGRAVING

Gladiator Trophies

15918 Luanne Drive

Gaithersburg, MD 20877

301-840-9260

Contact: Paul Moake

www.gladiatortrophies.com

Comments: Very easy to work with. The owner of the store is an alumnus.

VARIETY ENTERTAINMENT

Talk of the Town

14650 Southlawn Lane

Rockville, MD 20850

301-738-9500

Contact: Steve Rothenberg

www.tottevents.com

Comments: Very easy to work with and will negotiate prices. Provides all types of variety acts and games. (Sumo wrestling, dunk tanks, moon bounces, sport games, casinos, entertainers, face painter, clowns, virtual reality, team-building games, carnivals, arcade games, DJ's, karaoke, props, food machines, inflatables, mist tents, and much more.



MC Conference and Meeting Rooms Information

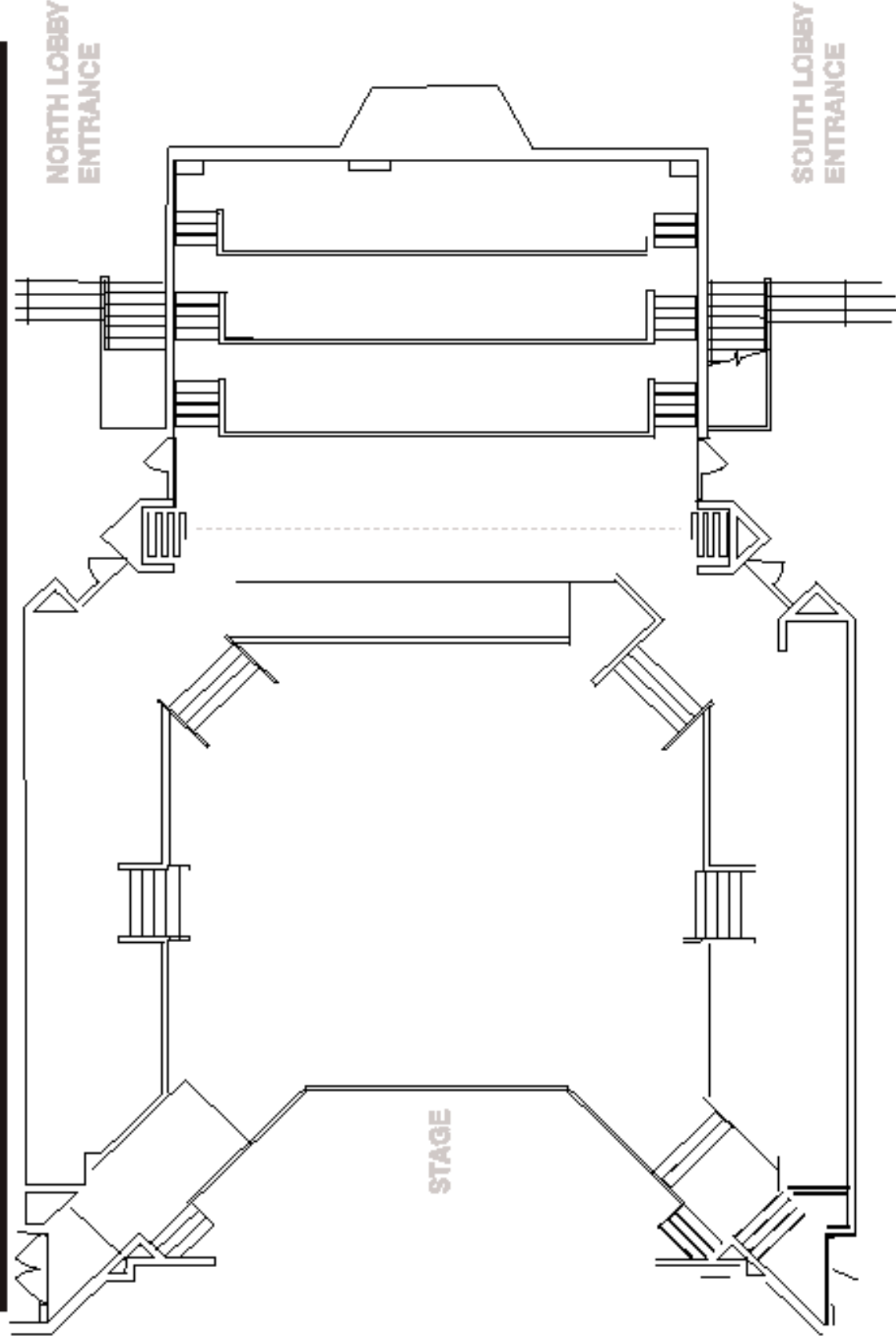
LOCATION	CAPACITY	CONTACT	PHONE	COMMENTS
MANNAKEE BUILDING				
Board of Trustees, Rm 115	18-60	Lily Lee	5272	A/V Equipment available upon request; Catering ok in conjunction with meetings
Mannakee, Room 318	up to 40	Helen Chapson	5280	
Procurement, Rm 110	6 to 8	Michelle White	5292	Procurement's equipment room; staff may need access during meetings, unless confidentially requested
H.R. Conf. Rm, MKE 105	10	Lawrence Watson	5353	
Exec. VP's Suite - Rm 335	10	Helen Chapson	5280	12 chairs gives tight fit; 14 with 2 chairs against wall
ROCKVILLE CAMPUS				
Student Life Conference Room CC 002	15		7178	
Couns. & Adv. Building 218	15-20	Diane Hainer	5083	
Gudelsky Classrooms 222, 223, 224	70-80	Jann Logan	5016	Availability - getting all three at same time is difficult; 224 has smart station
009 Humanities	20	Genell Reynolds-Taylor	5013	
Provost Conference Room, MT 106	18	Genell Reynolds-Taylor	5013	
IT Training Room, MT 206	25-30	Gabriel Baradi	1581	Has computers
212 R Commons, MT	20	Ruthann Wilbraham	7417	
Psychology Conference Room, MT 218	4 to 6	Linda Hankey	5238	
Dean's Conference Room, MT 607	10 to 12	Cathy Galasso-Schwartz	5027	
112 SCIB	10 to 12	Gloria Walker	7320	
Technology Building 136	72	Jann Logan	5016	Smart Station & Internet Ready
Theatre Arts Arena	400	Jann Logan	5016	A/V equipment available upon request
SDT Conference Room, TA 153	12 to 14	Helen Friedkin or Susan Hoffman	5250	Sometimes used as a classroom
Jann Logan is also facilities use scheduler for Rockville Campus				
OITB (15400 Calhoun Drive)				
Conference Room 304	30	Viola Sellman	3000	
Training Room 308	18-20	Viola Sellman	3000	18 workstations
Conference Room 309	30	Viola Sellman	3000	18 at table; 12 along wall
40 West Gude				
CPOD Training Rooms 115 A&B	up to 40 each, can be combined	Deonna Mills-Humphress	4281	
CPOD Training Room 115 C	up to 40	Deonna Mills-Humphress	4281	
GERMANTOWN CAMPUS				
Globe Hall	500	Joann Harshman	7883	
HT 216	40	Joann Harshman	7883	Smart Station equiped
HS 007, IT Training Room w/computers	20-25	Joann Harshman	7883	
HS 203	20-25	Joann Harshman	7883	
Provost's Conference Room, SA 120	14-16	Joann Harshman	7883	
Joann Harshman is also facilities use scheduler for Germantown Campus				
TAKOMA PARK CAMPUS				
WD&CE Conference Room, HC 119	20	Deborah Crutchfield	5501	
Dean's Conference Room, HC 420	20	Kimberly Davis	5557	Has Polycom conference phones
P2 Conference Room, P2 131	10	Diane Kelley or Genet Aklilu	1564/1638	
IT Training Room w/computers, RC 211	20	Paula Liverpool-Davis	7915	
ST 325	12 to 14	Evelyn McKinney	1408	
Counseling Conference Room, ST 153	16-19	Sharon Lamy	1485	

TAKOMA PARK CAMPUS (cont.)				
Student Life Conference Room, ST 214	14	Mia Price or Jim Walters	1487/1490	
All Purpose Room, ST 214	30-40	Diane Kelley	1564	
2nd Floor Conference Room, ST 256	18-20	Diane Kelley	1564	
Provost's Conference Room, ST 301	22+	Diane Kelley	1564	37 chairs along wall
All Purpose Conference Room, ST 302	30-40	Diane Kelley	1564	Accommodates up to 40 in lecture style; with tables its less
Conference Room, CF 143	16-22	Diane Kelley	1564	
Diane Kelley is also facilities use scheduler for Takoma Park Campus				
WD&CE - GAITHERSBURGH LOCATION				
Classrooms 401, 404	24	Claudia Salas	1863	
Classrooms 402, 403	20	Claudia Salas	1863	combined capacity = 50. Has whiteboard. 402 has screen and Smart station.
Conference Room 451	8 to 10	Linda Griffin/ Janet Lane	8096/2587	
WD&CE WESTFIELD SOUTH				
Classroom 210A	20	Debbie Crutchfield or Jackson Trana	5501/8987	Can be combined with 210B
Classroom 210B	25	Debbie Crutchfield or Jackson Trana	5501/8987	
Classroom 210C	25	Debbie Crutchfield or Jackson Trana	5501/8987	
Classroom 306A	18	Debbie Crutchfield or Jackson Trana	5501/8987	
Classroom 306B	21	Debbie Crutchfield or Jackson Trana	5501/8987	
Computer Lab 306C	18	Debbie Crutchfield or Jackson Trana	5501/8987	
Conference Room 306D	16	Debbie Crutchfield or Jackson Trana	5501/8987	Smart station available upon request
Classroom 306E	12	Debbie Crutchfield or Jackson Trana	5501/8987	

EVENT:

EVENT DATE:

THEATRE ARTS ARENA



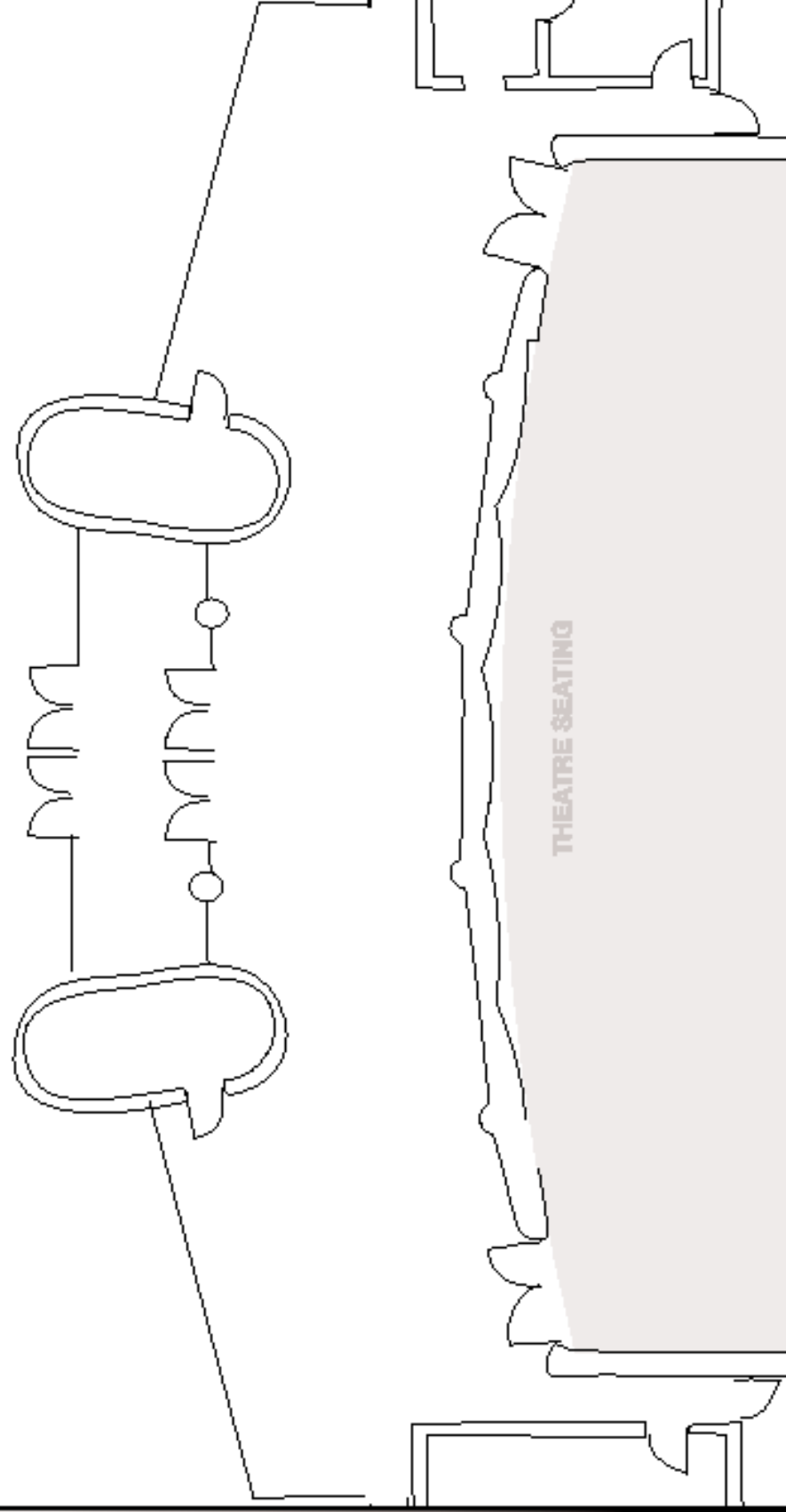
MONTGOMERY COLLEGE • ROCKVILLE CAMPUS

EVENT:

EVENT DATE:

**ROBERT E. PARILLA
PERFORMING ARTS CENTER LOBBY**

OUTSIDE

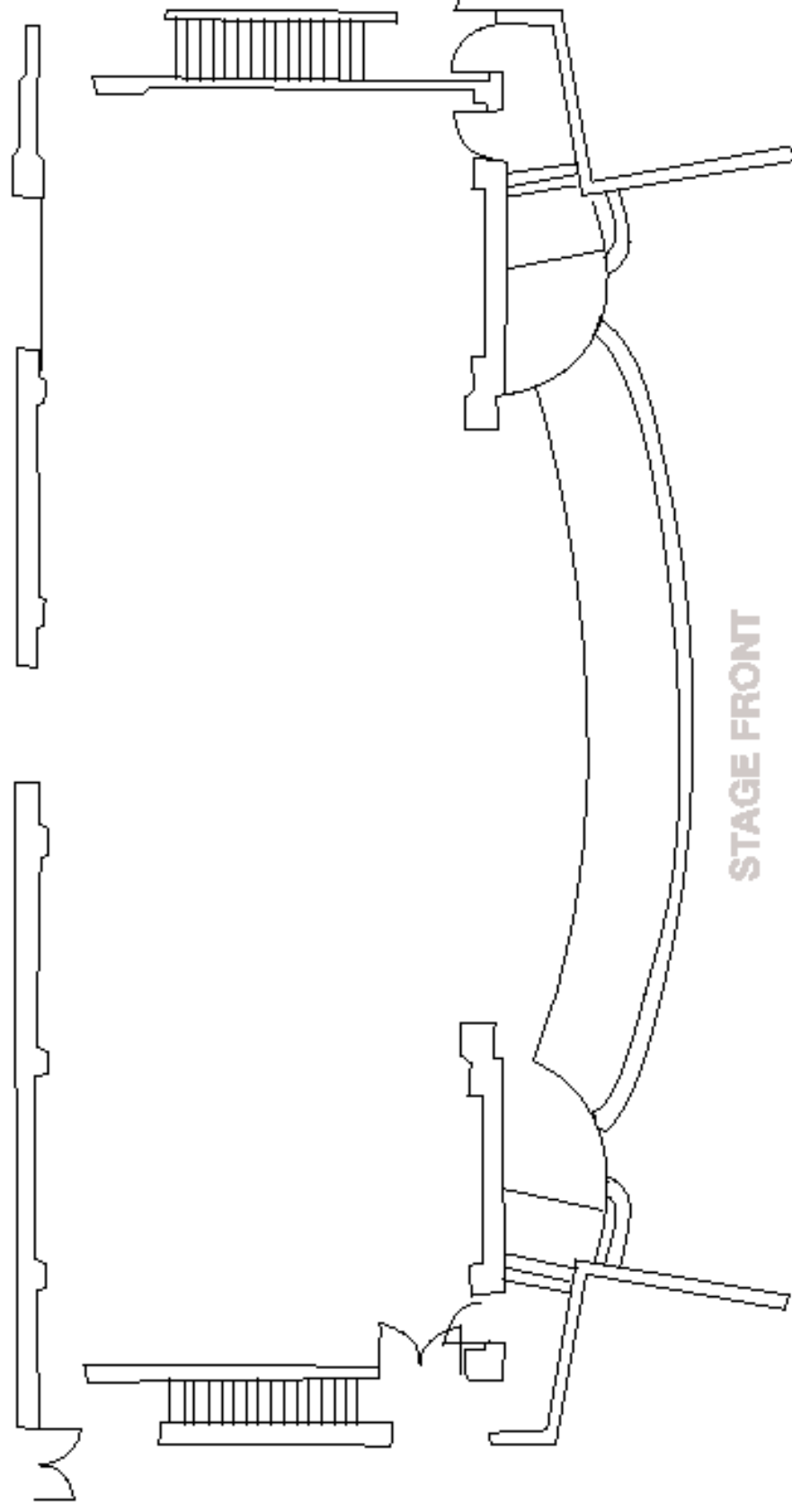


MONTGOMERY COLLEGE • ROCKVILLE CAMPUS

EVENT:

EVENT DATE:

**ROBERT E. PARILLA
PERFORMING ARTS CENTER STAGE**



STAGE FRONT



MONTGOMERY COLLEGE • ROCKVILLE CAMPUS

ROBERT E. PARILLA PERFORMING ARTS CENTER – SEATING CHART

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P	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	P			
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M	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	M					
L	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	L					
K	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	K		
J	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	J		
H	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	H		
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F	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	F				
E	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	E
D	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	D
C	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	C
B	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	B			
A	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	A					

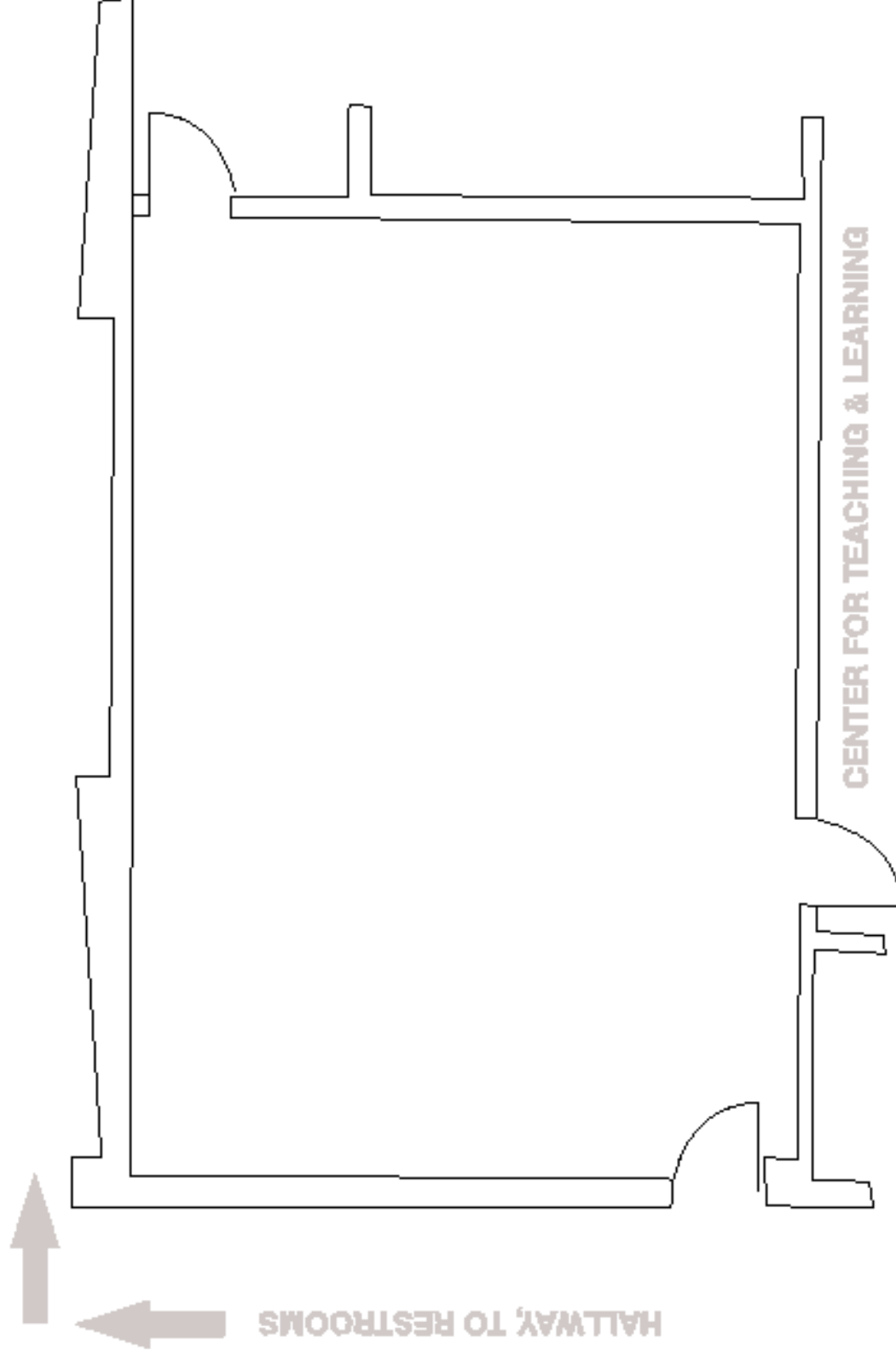
STAGE

- A = Fully accessible seating for persons with disabilities
- = Seating with ADA stanchions

EVENT:

EVENT DATE:

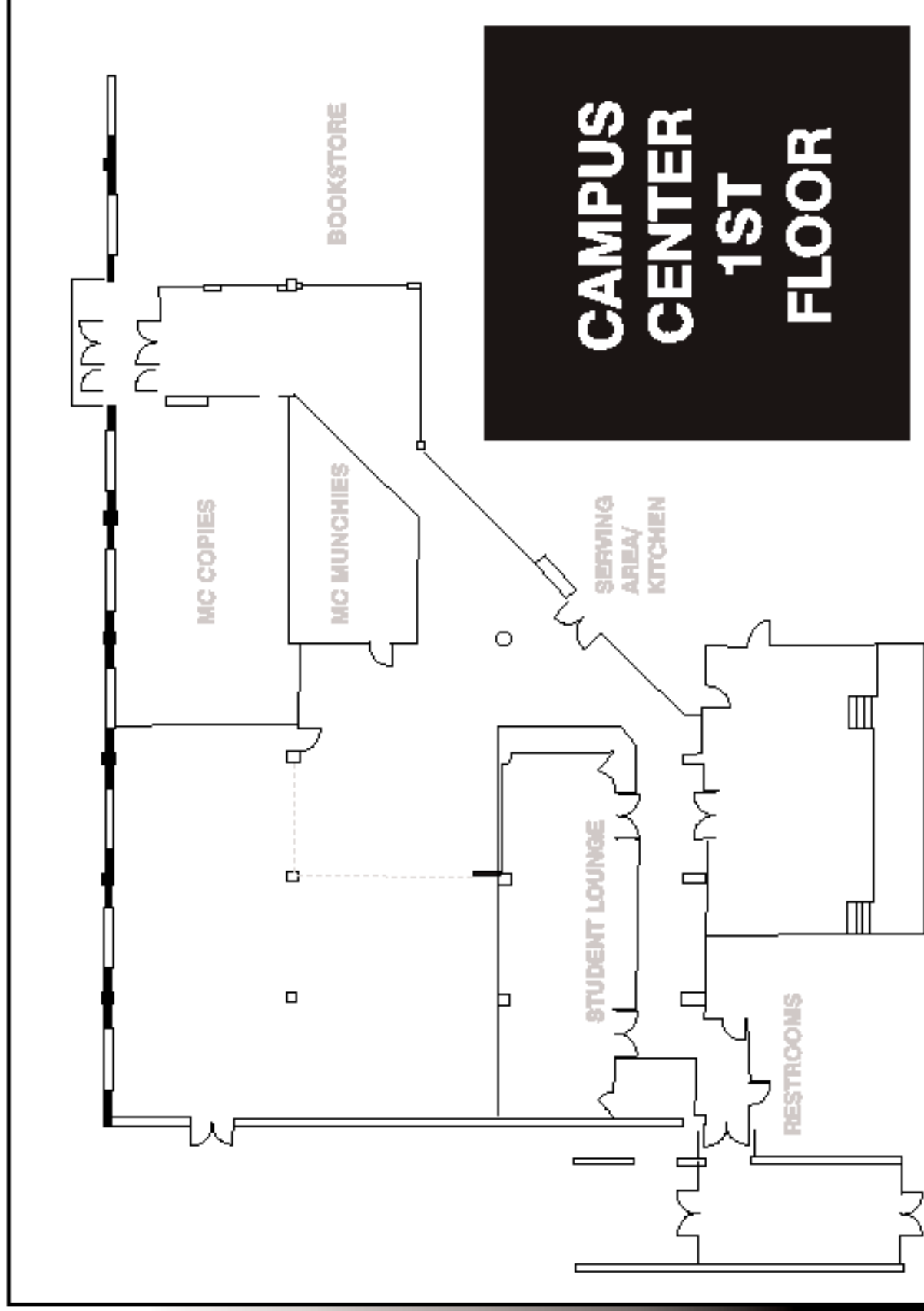
HUMANITIES BUILDING LOWER LEVEL Room 009



MONTGOMERY COLLEGE • ROCKVILLE CAMPUS

EVENT:

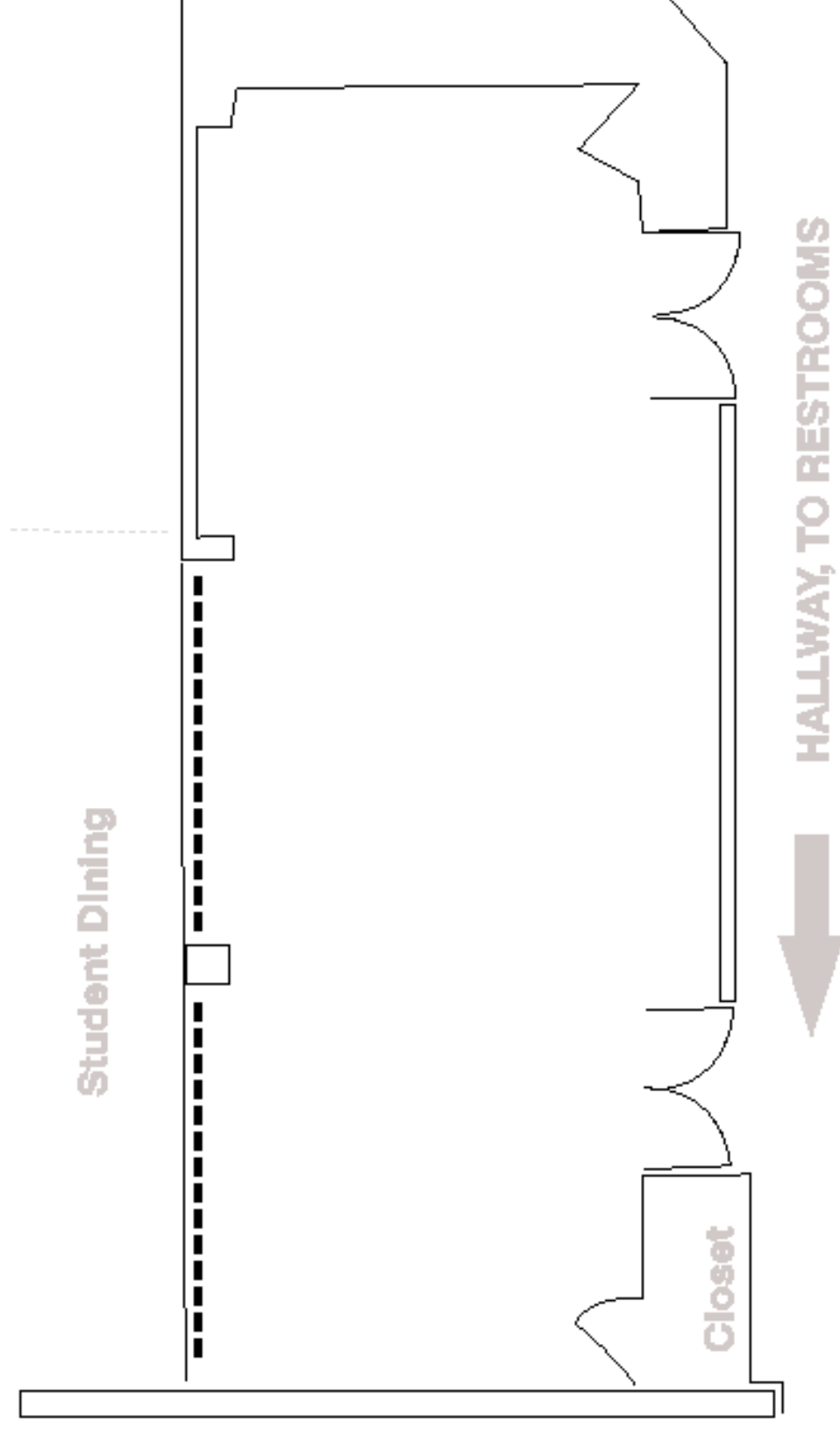
EVENT DATE:



EVENT:

EVENT DATE:

CAMPUS CENTER 1ST FLOOR STUDENT LOUNGE



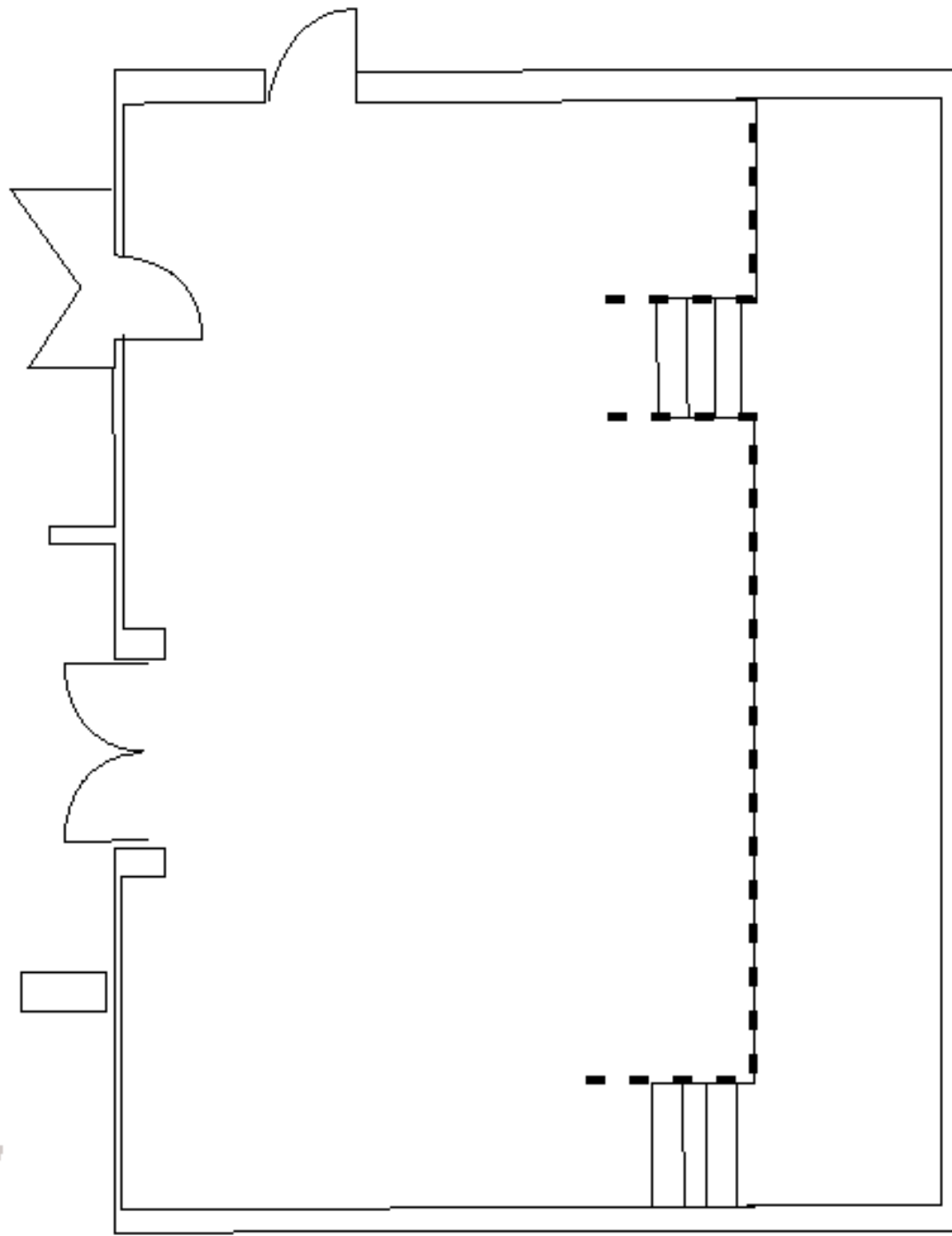
MONTGOMERY COLLEGE • ROCKVILLE CAMPUS

EVENT:

EVENT DATE:



HALLWAY, TO RESTROOMS

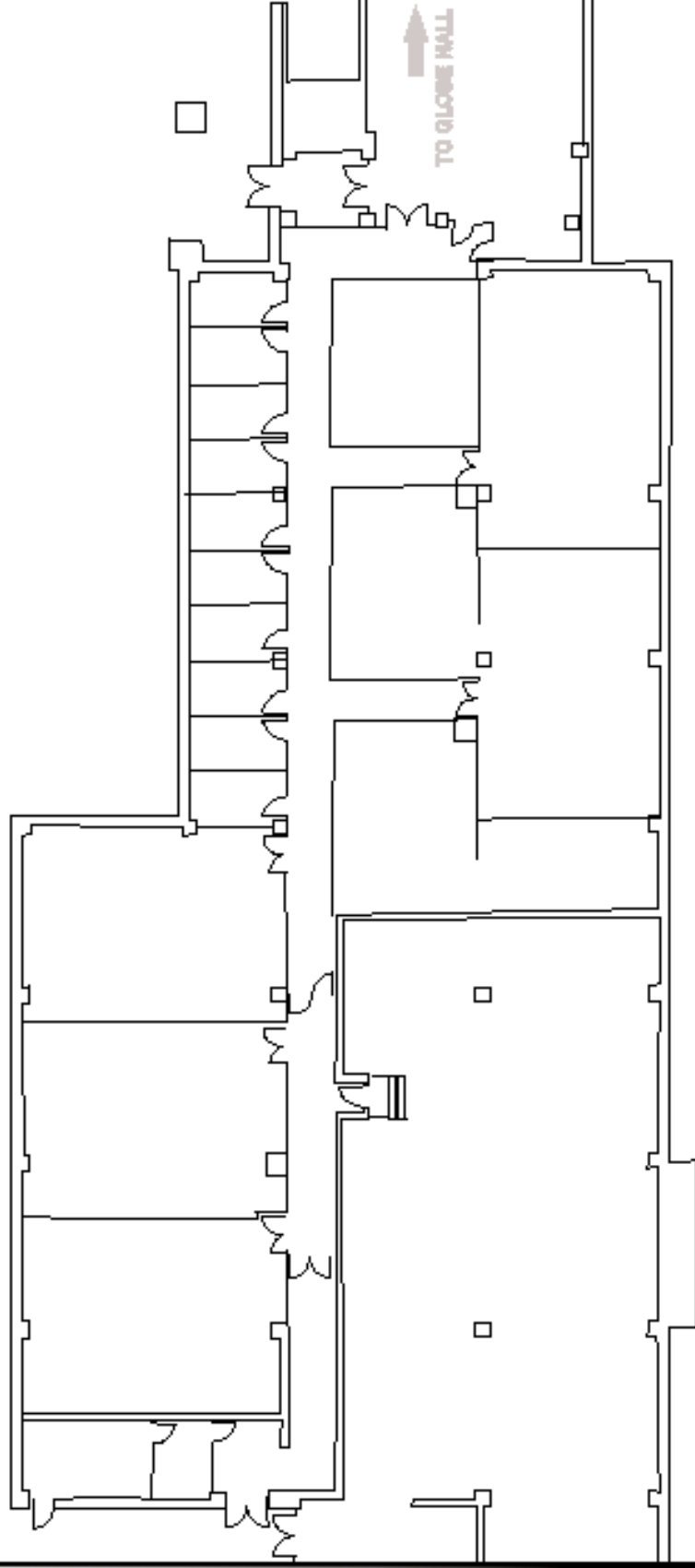


CAMPUS CENTER 1ST FLOOR FACULTY/STAFF DINING ROOM

EVENT:

EVENT DATE:

HIGH TECH BUILDING 1ST FLOOR



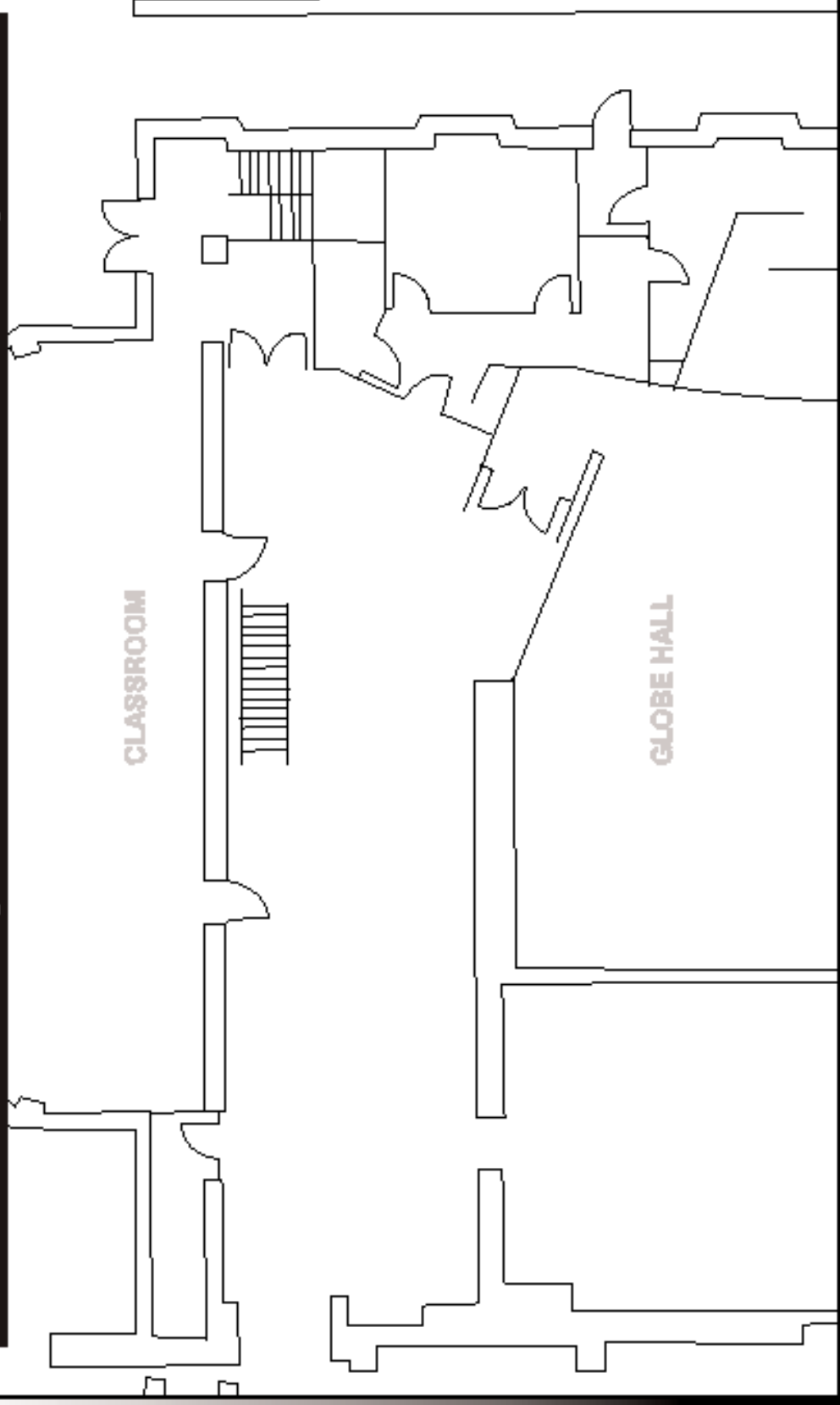
MONTGOMERY COLLEGE • GERMANTOWN CAMPUS

EVENT:

EVENT DATE:

HIGH TECH BUILDING 1ST FLOOR

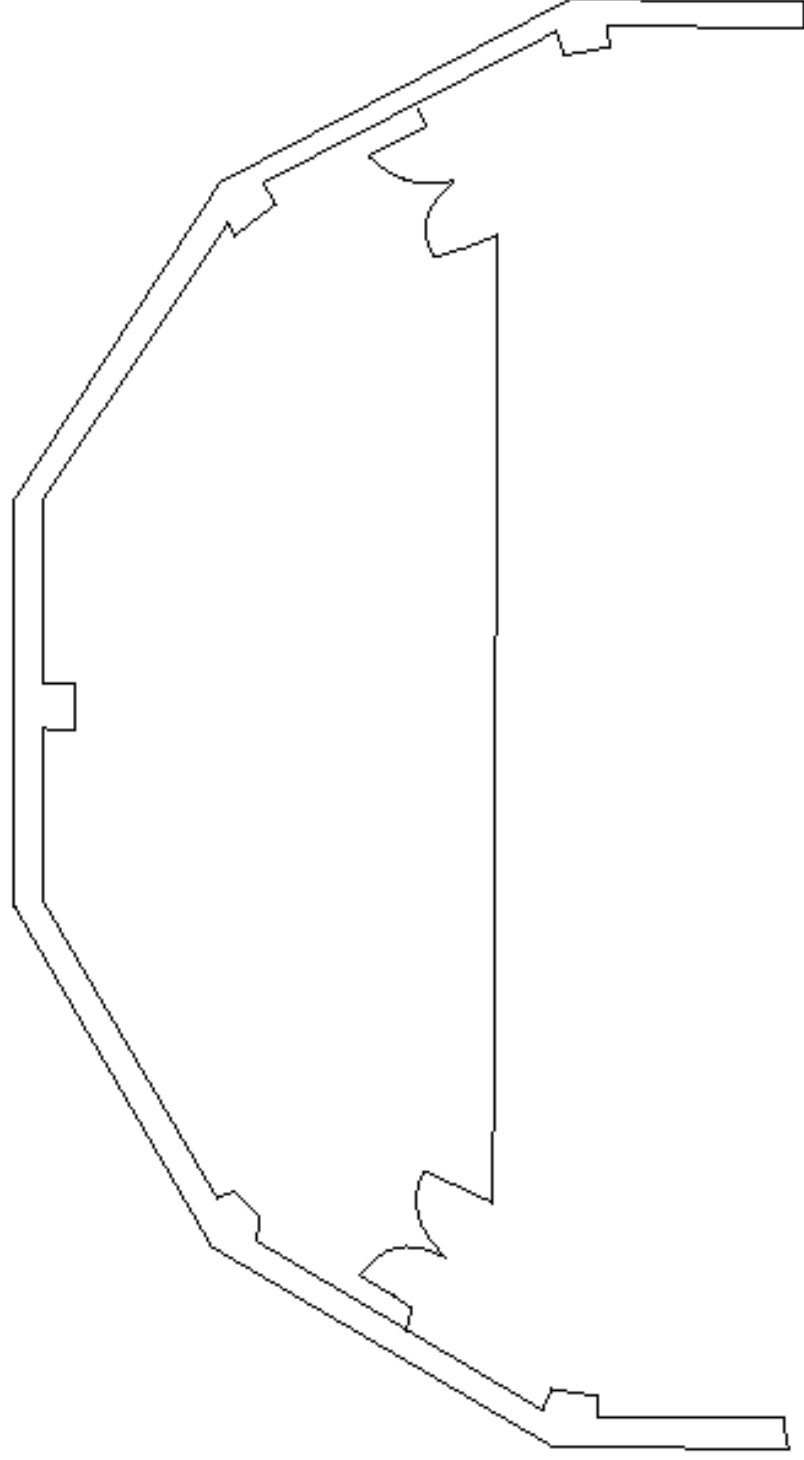
Close-up of Globe Hall Lobby



EVENT:

EVENT DATE:

HIGH TECH BUILDING 2ND FLOOR Room HT 216 & Lobby

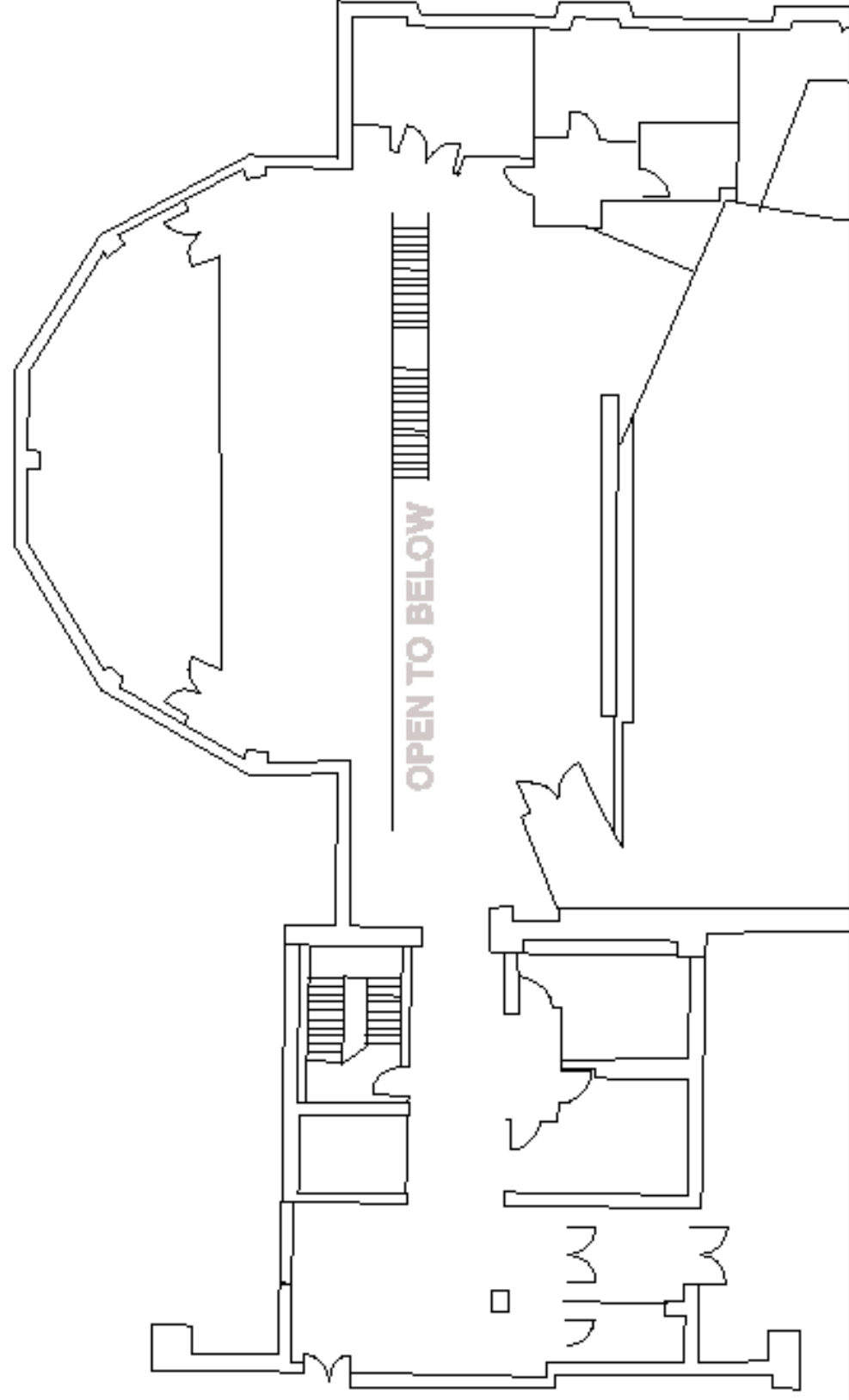


MONTGOMERY COLLEGE • GERMANTOWN CAMPUS

EVENT:

EVENT DATE:

HIGH TECH BUILDING 2ND FLOOR
Globe Hall and HT 216 Lobby

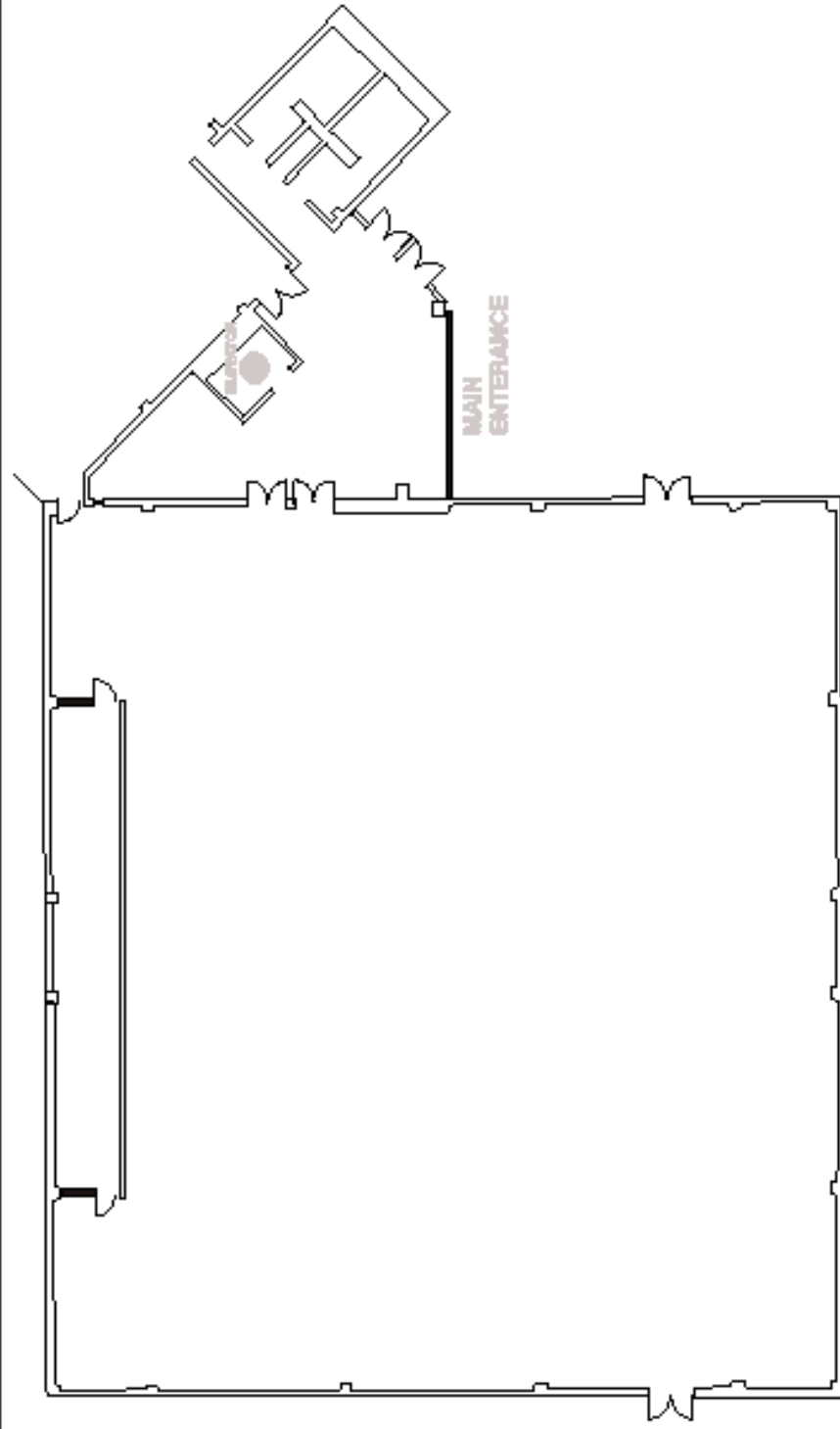


EVENT:

EVENT DATE:

FALCON HALL 2ND FLOOR

Close-up of Lobby and Gym

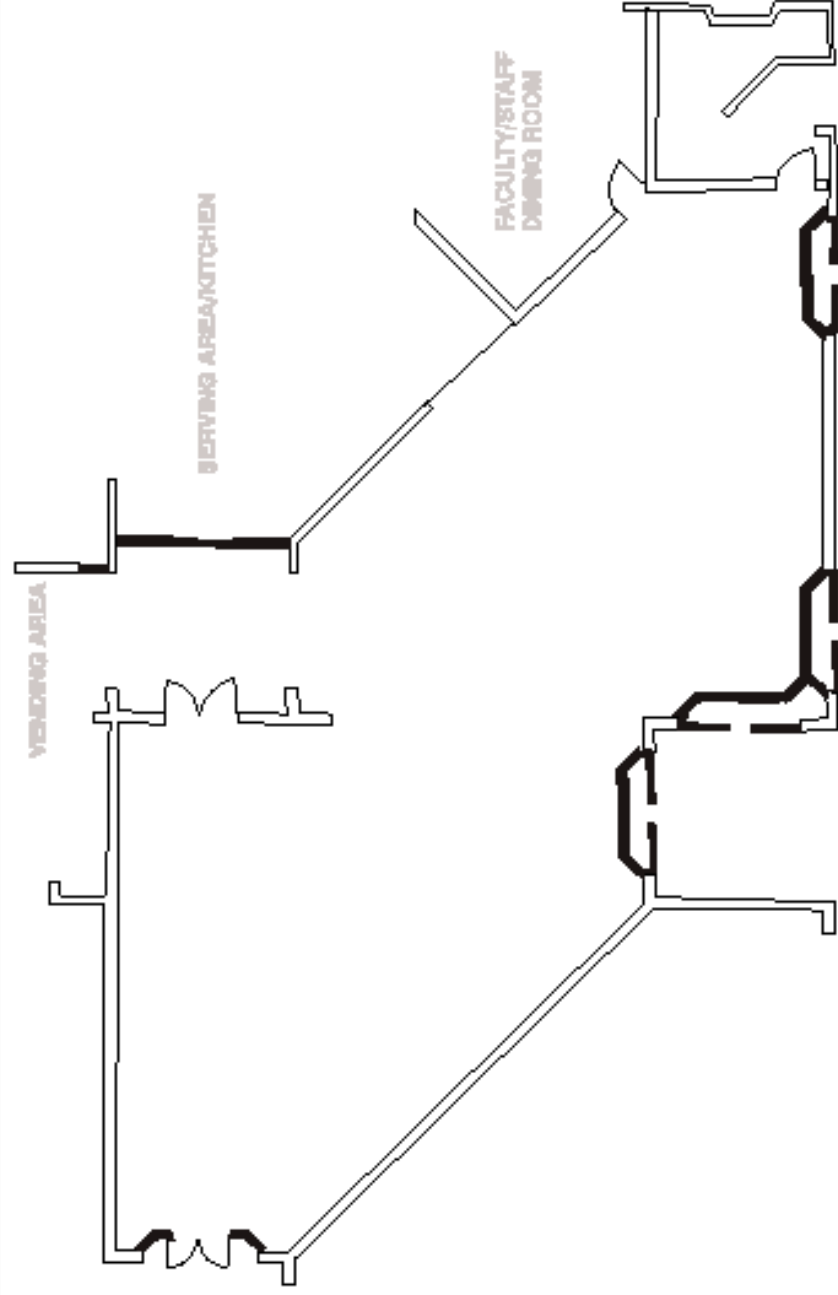


EVENT:

EVENT DATE:

COMMONS 1ST FLOOR

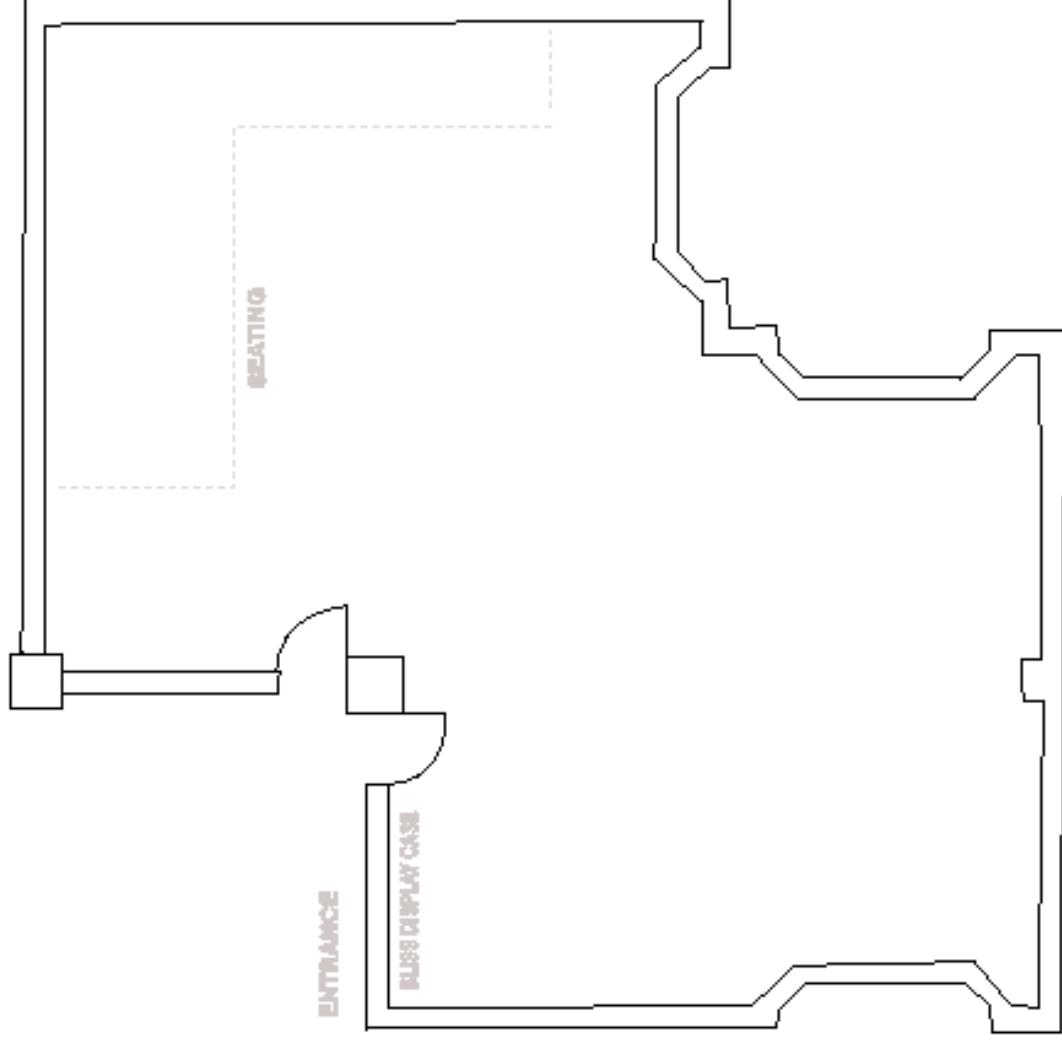
Close-up of Cafeteria Space



EVENT:

EVENT DATE:

**COMMONS 2ND FLOOR
Bliss Room 207**





*Montgomery College
Health Sciences Center
7977 Georgia Avenue
Silver Spring, MD 20910*

*Dedication Ceremony
January 30, 2004*

**Montgomery College
Health Sciences Center Dedication Ceremony
January 30, 2004**

Welcome

Dr. Clarence A. Porter
Vice President and Provost, Takoma Park Campus

Remarks and Acknowledgements

Dr. Charlene R. Nunley
President, Montgomery College

Greetings

Mr. Gene W. Connolly
Chair, Montgomery College Board of Trustees

The Honorable Paul S. Sarbanes
U.S. Senator from Maryland

The Honorable Chris Van Hollen
U.S. Congressman, Eighth Congressional District, Maryland

The Honorable Douglas M. Duncan
Montgomery County Executive

The Honorable Steven Silverman
President, Montgomery County Council

The Honorable Ida G. Ruben
Maryland State Senator, District 20

The Honorable Kathryn H. Porter
Mayor, City of Takoma Park

Mr. Kevin J. Sexton
President, Holy Cross Hospital

Mr. Andy S. Finer
*President, Greater Silver Spring Chamber of Commerce
and Montgomery College Alumni*

Student View

Mr. Adolphus C. Tetteh
Radiologic Technology Department

Special Presentation

Mr. Gene W. Connolly
Dr. Charlene R. Nunley
Dr. Clarence A. Porter

Closing

Dr. Clarence A. Porter

**Ribbon Cutting Ceremony and Tours
Health Sciences Center Lobby**

Reception

*Health Sciences Center
Second and Third Floor Student Lounges*

*Please join officials from
Montgomery College, Holy Cross Hospital,
state and local government, and friends for a
reception celebrating the grand opening of the*



*Health Sciences Center
the cornerstone project of Montgomery College's
newly expanded Takoma Park Campus*

*Friday, January 30, 2004, 2 p.m.
7977 Georgia Avenue
Silver Spring, MD 20910*

*RSVP by January 20, 2004
voice 301-650-1688; fax: 301-650-1335
e-mail: hscsvp@montgomerycollege.edu*

Sample Program



MONTGOMERY COLLEGE
GERMANTOWN CAMPUS

25TH ANNIVERSARY
CELEBRATION

OCTOBER 21, 2003

Montgomery College
Germantown Campus

Sample Program

Twenty-Fifth Anniversary Celebration

Tuesday, the twenty-first of October
Two thousand and three
Two o'clock in the afternoon

Moments of Reflection	Mr. Jack Sallie <i>Counselor, Germantown Campus</i>
Greetings and Welcome to Honored Guests	Dr. Hercules Pinkney <i>Vice President and Provost Germantown Campus</i>
President's Remarks	Dr. Charlene Nurley <i>President, Montgomery College</i>
Board of Trustees Remarks	Ms. Roberta F. Shulman <i>Second Vice-Chair Montgomery College Board of Trustees</i>
Special Presentations	Dr. Pinkney and Dr. Nurley
Campus Recollections	Ms. Sandy Gaver <i>Representing Germantown Campus Staff</i>
Campus Recollections	Dr. Robert Coley <i>Representing Germantown Campus Faculty</i>
The Campus in Pictures	Mr. Stanley Jones, Producer
Student Remarks	Ms. Janet Johnson <i>Representing Student Activities Leadership Team</i>
Music	Seven Love <i>Musical Ensemble</i>
Special Recognitions	Dr. Hercules Pinkney
Proclamations	
Closing	

Reception immediately following
with music by Seven Love



Sample Invitation Package

*The faculty, staff, and students of the
 Montgomery College Germantown Campus
 invite you to a special program to celebrate
 the 25th anniversary of the campus
 on Tuesday, October 21, 2003
 at two o'clock in the afternoon
 Globe Hall, High Technology and Science Center
 Montgomery College Germantown Campus
 Reception immediately following*


Please respond by October 14, 2003

Name

Institution/Organization

____ (number) will attend the 25th anniversary
 celebration of the Germantown Campus

____ will be unable to attend the event


 Montgomery College
 Office of the Vice President and Provost
 20200 Observation Drive
 Germantown, MD 20876

Celebrating Academic Excellence



Fall Opening Meeting August 27, 2003

Breakfast 8:30 a.m. - 9:15 a.m.
Program 9:15 a.m. - 10:45 a.m.
Robert E. Parilla Performing Arts Center

Discipline Meetings 11:00 a.m. - 12 noon
Locations noted on the back cover

Lunch 12 noon
Theatre Arts Arena

Sample Program

Call to Order

Mr. Stephen Cain

Dean, Workforce Development and Continuing Education

Welcome and Acknowledgements

Dr. Sharon Fechter

Chair, Academic Assembly

&

Ms. Barbara Leurig

Chair, Staff Senate

Introduction of Keynote Speaker

Dr. Mary Kay Shartle-Galotto

Executive Vice President for Academic and Student Services

Greater Expectations: A New Vision for Learning as a Nation Goes to College

Dr. Debra Humphreys

Vice President for Communications and Public Affairs
Association of American Colleges and Universities

Presidential Address

Dr. Charlene R. Nunley

A Faculty Member's Perspective

Dr. Robert Coley

Chemistry, Germantown Campus

Introduction of Student Speaker

Dr. Clarence Porter

Vice President and Provost, Takoma Park Campus

A Student's Perspective

Ms. Shannon Minnick

Student, Takoma Park Campus

Celebrating Academic Excellence Video

Mr. Stan Jones

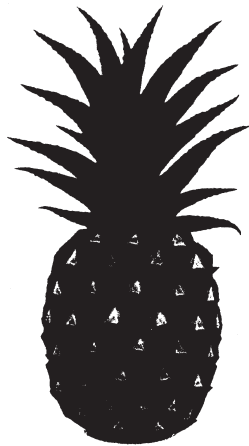
Producer & Director, ITV

Closing Remarks

Dr. Judy E. Ackerman

Acting Vice President and Provost, Rockville Campus

*Marriott Hospitality Center
Montgomery College
Rockville Campus*



*Dedication and Plaque Unveiling
October 1, 2003*

Sample Invitation

*Please join the Students,
Faculty, and Staff of the
Hospitality Management Department
of Montgomery College for the
Dedication and Plaque Unveiling
of the Marriott Hospitality Center*

*Open House
3 - 5 p.m.
October 1, 2003*

*Marriott Hospitality Center
Montgomery College
Rockville Campus*

*R.S.V.P. by September 24 to Julie Zagars at
301-251-7914 or Julie.Zagars@montgomerycollege.edu*



**Dedication of the
Marriott Hospitality Center
and Plaque Unveiling**

October 24, 2003

1 p.m.
Marriott Hospitality Center
Campus Center Building
Rockville Campus

*The Students, Faculty, and Staff of the
Hospitality Management Department
of Montgomery College
welcome you to the Dedication of the
Marriott Hospitality Center*

October 24, 2003

Featured Speakers

Professor Janet Saros
..... Director of the Marriott Hospitality Center

Dr. Judy E. Ackerman
..... Vice President and Provost of Montgomery College
..... Rockville Campus

Dr. Charlene R. Nunley
..... President of Montgomery College

Mr. Stephen G. Marriott
..... Senior Vice President for Culture and Special Events
..... Marriott International, Inc.

Ms. Nubia Medrano
..... Montgomery College 2002
..... University of Maryland Eastern Shore at Shady Grove,
..... Anticipated Graduation 2004

Reception to follow

*Refreshments by Geppetto Catering
Music by Trio Primo*

2008-2009 HOLIDAY CALENDAR

This calendar of religious, national and community holidays has been prepared to assist you in planning activities. Educators are reminded that students **must** be given excused absences to meet their religious obligations and that reasonable accommodations **must** be made for students to make up any missed work. Please be sensitive about scheduling special events so that students and employees do not miss significant activities and opportunities because of such excused absences. During major Jewish holidays, work is traditionally prohibited and Jewish individuals may be absent from both school and places of employment. **No person should be penalized for his/her religious observances or beliefs.**

- Shabbat, the Jewish Sabbath, commemorates the day of rest on the 7th day of creation.
 - Shabbat begins prior to sunset each Friday and concludes approximately one hour after sundown on Saturday.
 - Holidays, like Shabbat, begin at sundown on their given day and end after sunset the following day.
 - On Shabbat and Jewish Holy Days, it is traditional to refrain from many types of work, including writing and driving.

SEPTEMBER 2008

NATIONAL HISPANIC
HERITAGE MONTH
September 15-October 15

SEPTEMBER 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1. Labor Day. Observed in honor of the American Labor Movement. Legal holiday; all schools closed.

Sept. 22 - 30. Ramadan. Ninth month of the Islamic calendar, during which Muslims fast daily from dawn to sunset for thirty days in honor of first revelations to the Prophet Muhammad.

◆ **30 - Oct. 1. Rosh Hashanah (New Year).** Start of the Jewish year 5769. Begins at sunset, September 29. **Jews may be absent from school and work.**

OCTOBER 2008

OCTOBER 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1. Eid-al-Fitr. Islamic festival which concludes the fast of Ramadan.

◆ **9. Yom Kippur (Day of Atonement).** Most solemn day in the Jewish year. It is devoted to prayer, fasting and repentance. Begins at sunset, October 8. **Jews may be absent from school and work.**

13. Columbus Day (Observed). Marks Columbus' discovery of America. Legal holiday; some schools closed.

◆ **14-15 Sukkot (Tabernacles).** Eight-day Jewish festival of thanksgiving, harvest and remembrance of the Jews wandering in the desert after their exodus from Egypt. Begins at sunset, October 13. **Jews may be absent from school and work.**

◆ **21. Shemini Atzeret.** Final day of Sukkot. Begins at sunset, October 20. **Jews may be absent from school and work.**

◆ **22. Simchat Torah (Rejoicing in the Law).** Reading of the Torah is completed and begun anew in the synagogue. Begins at sunset, October 21.

28. Diwali. Hindu New Year.

31. Halloween.

◆ Denotes Jewish High Holy Days and major Biblical festivals when Jews may be absent from school or work. Please note that all Jewish holidays begin at sunset of the preceding evening.

NOVEMBER 2008

NATIONAL AMERICAN
INDIAN HERITAGE
MONTH

NOVEMBER 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1. All Saints Day. Christian celebration of the lives of all saints.

11. Veterans Day. Honors those who fought and served in the United States Armed Services. Legal holiday; some schools closed.

12. Birth of Baha'u'llah. Commemorates the 1817 birth of the founder of the Baha'i faith.

13. Guru Nanak Dev's Birthday. Observes the birth of the founder of the Sikh religion in 1469.

27. Thanksgiving. Commemorates the Pilgrims' observance of the harvest in the New World. Legal holiday; all schools closed.

30. First Sunday of Advent. First of 4 Sundays before Christmas marked by special church services.

DECEMBER 2008

DECEMBER 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8. Feast of the Immaculate Conception. Celebrates the Roman Catholic belief that Mary conceived without sin.

9. Eid-al-Adha. Commemorates the willingness of Abraham to sacrifice his son Ishmael in response to a command from God.

22. Chanukah (Festival of Lights). First day of eight day Jewish holiday commemorating the rededication of the second Temple by the Maccabees and their victory over the Syrians in 165 B.C.E. Begins at sunset, Dec. 4.

25. Christmas. Christian holy day marking the birth of Christ. Legal holiday; all schools closed.

26. Kwanzaa. Beginning of 7-day celebration of African-American values and traditions.

29. Islamic New Year.

JANUARY 2009

JANUARY 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1. New Year's Day. First day of the new year. Legal holiday; all schools closed.

6. Epiphany. End of the 12 days of Christmas. Especially important to Eastern Orthodox Christians and in Latino cultures.

19. Dr. Martin Luther King, Jr.'s Birthday (Observed). Commemorates the birth of the African-American civil rights leader and winner of the 1964 Nobel Peace Prize. Legal holiday; some schools closed.

7. Chinese, Korean, Vietnamese New Year. Year of the ox.



FEBRUARY 2009

BLACK HISTORY MONTH

- 9. Tu B'Shvat.** Jewish Arbor Day, New Year for Trees. Begins sunset February 8.
16. Washington's Birthday/President's Day. Legal holiday; some schools closed.
25. Ash Wednesday. The first day of Lent. Name derives from symbolic use of ashes to signify penitence.

MARCH 2009

WOMEN'S HISTORY MONTH

- 10. Purim.** Celebrates the deliverance of the Jews of ancient Persia from a plot to exterminate them. Begins at sunset, March 13.
17. St. Patrick's Day. Irish celebration of the life of St. Patrick.
21. Naw-Ruz. Persian and Baha'i New Year.

APRIL 2009

- 5. Palm Sunday.** Begins Christian Holy Week.
◆ 9-10. Passover (first two days). Eight-day Jewish festival marking the deliverance of the Jews from slavery in Egypt. Begins at sunset, April 8. **Jews may be absent from school and work.**
10. Good Friday. Commemorates the crucifixion of Christ.
12. Easter. Christian holy day commemorating the resurrection of Christ.
◆ 15-16. Passover (concluding two days). Begins at sunset, April 14. **Jews may be absent from school and work.**
17. Holy Friday. Orthodox Christian holy day that commemorates the crucifixion of Jesus.
19. Easter/Pascha. Orthodox Christian holy day commemorating the resurrection of Jesus.
28. Yom HaZikaron (Israeli Memorial Day). Jewish holiday to remember individuals and soldiers who have fallen for the State of Israel. Begins at sunset, April 27.
29. Yom HaAtzma'ut (Israeli Independence Day). Jewish holiday marking the establishment of the State of Israel in 1948. Begins at sunset, May 7.

Two-Year Calendar of Major Jewish Holidays

	<u>2009 - 2010</u>	<u>2010 - 2011</u>
Rosh Hashanah	Sept. 19-20	Sept. 9-10
Yom Kippur	Sept. 28	Sept. 18
Sukkot	Oct. 3-4	Sept. 23-24
Shemini Atzeret	Oct. 10	Sept. 30
Simchat Torah	Oct. 11	Oct. 1
Passover	March 30-31	April 19-20
Concluding days of Passover	April 5-6	April 25-26
Shavuot	May 19-20	June 8-9

FEBRUARY 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY 2009

ASIAN PACIFIC HERITAGE MONTH

- 5. Cinco de Mayo.** Celebrated in Mexico and by Mexican-Americans, marks the victory in 1862 of a small Mexican force that routed a French army three times its size.
9. Wesak. Birth of the Buddha. Commemoration of Buddha's birth, enlightenment, and death.
10. Mother's Day.
12. Lag B'Omer. 33rd day of the Omer, the 49-day period between the Jewish holidays of Passover and Shavuot. As the Omer is a period of semi-mourning, this is the only day when prohibitions (such as cutting hair) are lifted, and celebrations are permitted. Begins sunset May 11.
21. Ascension Day. Christian holy day, 40 days after Easter, which commemorates Christ's ascent into heaven.
22. Yom Yerushalayim. Jewish and Israeli holiday commemorating the reunification of Jerusalem in 1967.
25. Memorial Day. Honors those servicemen who died in defense of the United States. Legal holiday; all schools closed.
◆ 29-30. Shavuot (Festival of Weeks). Jewish festival commemorating the giving of the Torah on Mount Sinai. Begins at sunset, May 19. **Jews may be absent from school and work.**
31. Pentacost. Christian holiday commemorating the descent of the Holy Ghost upon the Apostles 50 days after Easter.

MAY 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

AUGUST 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUMMER 2009: June, July, August

JUNE

- 16. Father's Day.**

JULY

- 4. American Independence Day.**

AUGUST

Aug. 22 - Sept. 21. Ramadan. Ninth month of the Islamic calendar, during which Muslims fast daily from dawn to sunset for thirty days in honor of first revelations to the Prophet Muhammad.