




**Placing Events on the Community Calendar:**

If you want to schedule an event, check the Community Calendar for a date and time that will not conflict with events already scheduled.

Once you've chosen a good date and time, send the following information to **Cheryl Hoth**: [choth@lstc.edu](mailto:choth@lstc.edu)

- ✓ Name of Event
- ✓ Date of Event
- ✓ Beginning and ending times for event
- ✓ Location of event
- ✓ Contact person for event



This information is required before the event will be put on the calendar.

Any additional details you can provide will be helpful for people reading about the event you're announcing. This will also provide details for an entry in the weekly *Dean's Report* published in the Dean's Office during the academic year and, in turn, may result in a mention in the student newspaper: *The Door*. **Give Cheryl as much detail as you can!**

**Please remember that scheduling an event DOES NOT mean the room is reserved, or any other arrangements have been made.**

- If you need to reserve a room and/or communicate set-up needs, contact the Front Desk at LSTC: [Frontdesk@lstc.edu](mailto:Frontdesk@lstc.edu).
- If you need media (projector, laptop, microphone, etc.), contact the IT Department: [support@lstc.edu](mailto:support@lstc.edu).
- If you need to purchase catered food for your event, contact the Food Services Director: [Jennifer.powell@lstc.edu](mailto:Jennifer.powell@lstc.edu).