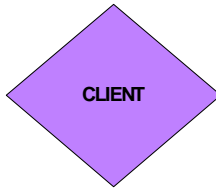


Bronson Gilmore Center Community Event Planner Guidelines



RESERVATION PROCESS	
<p style="text-align: center;">If a room is needed</p> <p>Complete the Community event request form and New Client information form. (Form can be found on pages 11-13)</p> <p>Send completed forms to gilmorereservations@bronsonhg.org or fax to 269-341-8523</p>	<p>Send proper forms to client requesting use of the Gilmore Center</p> <p>Once completed reservation and client information is received</p> <p>*Gilmore Coordinator will review request and create an account that is best suitable for the client</p> <p>*Once the account is created the availability will be checked and response will be made with in 48hrs.</p>
COMBINATION	
<p>Event Planner is responsible for communicating any event details to attendees. Including changes, cancellations and directions.</p>	<p>If an event needs to be relocated the Coordinator is responsible to communicate the changes to the event planner and change in scheduling system</p>
EVENT DETAILS AND AUDIO VISUAL	
<p>Event Planner is responsible to pick up and set up the AV equipment.</p> <p>Allow one half hour for setting up and trouble shooting equipment.</p> <p>When using outside AV equipment we recommend you set up a time with the Gilmore Coordinator to test compatibility at least 72hr in advance.</p>	<p>AV assistance is available when equipment is not functioning correctly.</p> <p style="text-align: center;">Gilmore Center Hours</p> <p style="text-align: center;">Monday-Thursday 6:30am-3:30pm</p> <p style="text-align: center;">Friday 6:30am-12:30pm</p>
CATERING	
<p>Request should be made at the time of reservation.</p> <p>Confirmation of number attending should be made one week prior to event.</p> <p>Canceling of events with catering must be done one business day prior to event to avoid charges for food. Please Contact Catering Cell Phone at 744-0694</p>	<p>Coordinator will communicate cancellations of events to Food Service when canceled more than two business day in advance.</p>