

LBCC Meeting/Event Planning

When planning an event or meeting, please consider consulting with any of the following departments who may assist you. By consulting with representatives of each department well in advance of your event/meeting date, you can be assured a more successful venture.

- **Presentation Equipment/Microphones:** contact the Multimedia Services Department through the IITS Helpdesk at 562-938-4357 or email: helpdesk@lbcc.edu or website: <http://helpdesk.lbcc.edu>
- **Streaming, Broadcasting, Cable TV Publicity, Videotaping:** contact the Instructional Media Production Services Department through the IITS Helpdesk at 562-938-4357 or email: helpdesk@lbcc.edu or website: <http://helpdesk.lbcc.edu>
- **Furniture, Room Door Access, Custodial Services, Air-conditioning:** contact the Facilities Department at 562-938-4040
- **Rental Fees, Forms, Contracts:** contact the Facilities Rental Office at 562-938-4019
- **Catering:** contact S&B Catering at 562-938-4326 or email: catering@lbcc.edu . Details at: <http://www.lbcc.edu/DiningServices/>
- **Parking Services:** Call 562-938-5085 or 562-938-4713.
- **Safety Issues and Concerns:** contact Brendan Hayes 562-938-4797 or bhayes@lbcc.edu
- **Security:** contact Lt. Darren Davenport 562-938-4289 or : ddavenport@lbcc.edu or Darren.Davenport@longbeach.gov
- **Communications:** Requests for event promotion and strategic communication plans, please complete the following: <http://www.surveygizmo.com/s3/1883316/Communications-Service-Request>