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 the LBCC Dining Department at 562-938-4326 or email: catering@lbcc.edu or view the menu at http://lbccdining.com
- **Parking**: contact either Mr. John Meyer at 562-938-4713 or email: jmeyer@lbcc.edu or Mr. Adam Nyssen at 562-938-5085 or email: anyssen@lbcc.edu
- **Safety and Security**: contact Lt. Julie Prior at 562-938-4289 or email: jprior@lbcc.edu or Julie_prior@longbeach.gov
- **Publicity and Community Relations, Flier Design, In the Loop, Electronic Sign Boards**: contact Camille Bolton at 938-4846 or cbolton@lbcc.edu