First Steps in Arranging a Cultural Enrichment Program

1. Contact your prospective presenter and agree on all payments, and find a suitable date and time.
2. Contact Campus Services and check room arrangements. Try to avoid double bookings as much as possible. If necessary, contact your presenter again to consider alternative dates.
3. Submit a program request form to the Academic Services committee (Panthernet/Campus Resources/Cultural Enrichment Approval/Funding Form). Be sure to include a short description of your program for the brochure (see previous brochures for length and format).

What to do once your Cultural Enrichment program is approved

1. Contact Campus Services to verify room arrangements and to get on the campus calendars.
2. Contact Sandra Williamson in the Business office to verify approval of payment (if applicable) and to arrange for a check to be cut. You will need to provide her with your presenter’s SSN and mailing address. In general, give Sandra at least a week’s lead time.
3. If travel arrangements are involved, the College recommends Travel Leaders (706-882-9381) for air travel. Preferred lodging vendors are Best Western and Country Inn and Suites.
4. Make sure the program is sufficiently advertised to all students. Making flyers, sending e-mails, etc. are the responsibility of the sponsor. E-mails to all students must be arranged through the Student Life office.

What to do if there is a change, addition, or cancellation.

1. Contact Michele Raphoon to coordinate changes to or cancellations of scanning.
2. Contact Campus Services to inform them of the change.
3. Make sure all students and the campus community are aware of the change.