

Event Contact/Co -sponsor Responsibilities :

- xServe as liaison between PC, organizing group & community.
- xBe on campus from the time organizing group arrives until they leave after event.
- xSupply event organizer with a way to contact you while they are on campus & throughout event.
- xBe visible at event & check in with event organizer at regular intervals.
- xEnsure that all PC/MCCCD rules are kept while the organization is on campus.
- xEnsure that all requested items are in place and ready for the event.

Contact individuals on this list if issues arise in the associated areas:

College Police	Emergency: 480.784.0911 (in-progress emergencies, medical emergencies)  Non-Emergency: 480.784.0900 (requests to unlock doors, delayed reporting)
M&O	Monday-Friday, 7:00am-3:30pm Operations Office: 602.285.7246  Sandra Matsusaka Cell: 602.723.7509
HVAC	Michael Armsby Cell: 602.615.1373
IT	Chuck Fortino Cell: 480.668.6508  Jason Powell Cell: 602.690.7372
Events	Monday-Friday, 7:30am-4:30pm Office: 602.285.7734 or 602.285.7437  Priscilla Gonzales Cell: 602.405.4546
Sodexo	Nate Grundy Cell: 602.832.5461