



Role of ECS Contact

Assist with logistical details including:

- Consult with client about event logistics before request is made in 25Live
- Room Set-up Options (Provide diagram if needed)
- Submit Facilities Request(s)
- Assist with A/V needs for **non-academic space**
- Connect client with various contacts (Catering, Tech Services, Parking & Transportation, Public Safety, Disability Services, etc.)
- Protocol assistance (high profile guests, church and government officials)
- Program suggestions
- 25Live revisions (dates, times, points of contact, etc.)
- Virtual & Hybrid event needs

Event Name	Primary Contact	Backup
Battle of the Bands	Lyle	Brittany
CapitalFest	Brittany	Lyle
Cardinal Palooza	Brittany	Lyle
Cardinal Weekend	Anita	Ieva
Commencement	Anita	Ieva
Fall Festival	Brittany	Lyle
Family Weekend	Brittany	N/A
Late Night Breakfast	Brittany	N/A
Odyssey Day	Anita	Ieva
Open House	Anita	Ieva
Orientation	Brittany	Anita/Ieva
Research Day	Ieva	Anita
Senior Week	Brittany	N/A