



### 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	To be updated	Maxwell
CapitalFest	Lauren	
Cardinal Palooza	Maxwell	
Cardinal Weekend	Emily	leva
Commencement	Emily	leva
Fall Festival	Lauren	
Family Weekend	Maxwell	N/A
Late Night Breakfast	Lauren	N/A
Odyssey Day	Emily	leva
Open House	Emily	leva
Orientation	Max	Emily/leva
Research Day	leva	Emily
Senior Week	Lauren	N/A