



HOW TO PLAN NMT EVENTS?

A Guide for Student Clubs

PLAN THE EVENT

1

Decide on the event details, including date, location, budget, equipment, food, and any special requirements. This should be done at least 2 weeks before your event.

RESERVE A LOCATION



Secure your venue and accommodations for your event. You can find the venue and accommodation request forms/contacts by scanning the QR code.

The venue calendars are available at the bottom of the NMT Events webpage.

2

NMT EVENT FORM

3

Fill out the NMT Activity and Special Event Request Form after you have your location reserved. The form needs to be submitted at least 5 days in advance. You will not be able to host the event if this form is not approved prior to your event.

Link to form: <https://form.jotform.com/211084758840055>

CATERING

Student clubs can order from NMT Catering or order from food service providers without a catering waiver. However, we have special guidelines if you would like to host cookouts or potlucks. If you want to sell food that you have prepared by your group, you must prepare the food at the Socorro Community Kitchen. More info can be requested through nmtevents@npe.nmt.edu

NMT Catering: <https://nmt.catertrax.com>

4

ADVERTISE ON TECH CONNECT

5

Advertise about your event on TECH CONNECT so everyone knows what's happening. TECH CONNECT also serves as the event calendar for our campus.

HOST N' ENJOY!

Have a great time at your event! Don't forget to have a sign-in sheet and send it to nmtevents@npe.nmt.edu when you're done.

6

Questions? Contact us at nmtevents@npe.nmt.edu (575)835-5050

<https://www.nmt.edu/studentlife/auxiliary/nmtevents.php>

