

## District Administration HIGH PROFILE VISIT CHECKLIST

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**NOTE: This checklist does not replace the Facility Usage Form.**

***Questions or concerns? Contact District Facilities, MS 1016.***

APPROVED by CDRs November 6, 2000 and revised by Chancellor Taylor December 6, 2000.

1. Subject to chancellor (or designee [could be presidents/executive vice president]) approval in consultation with presidents/executive vice president/board of trustees.
2. Notifications: Campus president, district Facilities, Security, Public Information Officer and/or news bureau.
3. Analyze support needs for space usage. Discuss charges for support services with affected departments such as Facilities, Security and Athletics.
4. How will campus operations be affected?
  - a. Will classes be impacted? If so, how?
  - b. Will portions of the campus be blocked off to routine traffic? If so, what routine deliveries will be affected (e.g. food service, vending, bookstore, cashiers)?
  - c. Will traffic control be necessary?
  - d. How will campus parking be affected? Will overflow parking be necessary?
  - e. Will reserved parking for VIP's be required? Will additional disabled parking spaces be required?
  - f. Are there special power requirements? Will the campus be impacted?
5. How will other campus projects be affected, such as construction or sporting events?
6. What kind of support will be required for event set-up and tear down? Clean-up?
7. Security will coordinate with local law enforcement and special law enforcement units such as secret service.
8. Are there political implications? Who will handle those issues? Protesters?
9. Will signage be required?
10. Debrief with key players after the event.

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