



## STANDARD OPERATING PROCEDURE

<b>DEPARTMENT:</b>	Student Services/Outreach	<b>TITLE:</b>	Outreach Event Reservation
<b>PURPOSE:</b>	Schedule Campus Visits and Tours Via the Outreach Office		
<b>PROCEDURE:</b>	<p><b>Step 1:</b> A school or organization contacts the outreach office via phone or email to inquire about scheduling a campus tour, group orientation, or other campus visit.</p> <p><b>Step 2:</b> Outreach Specialist or assigned staff respond to inquiry, providing next available dates and times for tours.</p> <p><b>Step 3:</b> If a day and time are identified, the Outreach Event Reservation Form is emailed to the party requesting the event. This form is completed and emailed back to the Outreach Specialist or assigned staff.</p> <p><b>Step 4:</b> The event is calendared and Ambassador(s) or other pertinent staff is assigned to the event (example: campus tour).</p> <p><b>Step 5:</b> A campus map and other logistical information is emailed to the visiting group at least one week prior to event.</p> <p><b>Step 6:</b> The completed Outreach Event Reservation Form is filed, contact information is verified in database.</p>		



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<b>KEY WORDS</b>			
Orientation Student Ambassador Outreach Event Request Form			
<b>DEFINITIONS AND ABBREVIATIONS</b>			
<b>RESOURCES</b>			
Matriculation support materials (enrollment guides, maps)  Student Ambassadors  Outreach Specialist			
<b>Last Edits:</b>			
<b>Responsible:</b>		<b>Approved by:</b>	
<b>Date for Review:</b>		<b>File Ref:</b>	
<b>Previous Titles:</b>			



**LANEY COLLEGE**  
900 Fallon Street, T-850  
Oakland, California 94607

**SOP Number:**  
**Previous SOP:**  
Page 3 of 3

# Laney College

**Outreach Office**  
900 Fallon Street • Oakland, CA 94607  
510-464-3537 • Email: [dreed@peralta.edu](mailto:dreed@peralta.edu)

## COMMUNITY OUTREACH

## REQUEST FORM

**DATE:**

**REQUESTED DATE OF ACTIVITY:** (INCLUDE TIME OF EVENT) \_\_\_\_\_

**ORGANIZATION or SCHOOL:** (COMPLETE ADDRESS AND ZIPCODE)

\_\_\_\_\_  
\_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**AREA CODE & PHONE NUMBER** (PLEASE INCLUDE CELL# IF POSSIBLE):

\_\_\_\_\_

**DESCRIPTION OF GROUP:** \_\_\_\_\_

**NUMBER OF STAFF FROM YOUR ORGANIZATION WHO WILL BE AT  
EVENT:** \_\_\_\_\_

**ACTIVITY REQUESTED** (Check items that apply)

Workshop     Campus Tour     Information Booth     Training     Panel

Presentation

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### ITEMS REQUIRED FOR ACTIVITY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_