

Event Checklist

[Tricia Hackleman](#)
Office of Student Affairs
Room 109, Hirsh Hall

University of
Georgia
Law

Day of Event

Information

- All events must adhere to the [University Guidelines](#).
- Room reservations are done [online](#).
- Reimbursement forms and other useful resources can be found [here](#).
- Both The Larry Walker Room and the ice machine are in Rusk. Each requires a key to open. See T. Hackleman for the key.
- Tables for Hirsh Hall are located in a closet near Classrooms A and B, beside the men's room.
- The key to the student org room is also held by T. Hackleman.
- Student Affairs has some supplies available for use. See T. Hackleman for information.

Before Event

- Reserve a room.
- What's the size of the audience?
- How many speakers?
 - Communicate with speaker(s), ensure they know date, time of event, location / [directions](#), subject, time limit, etc.
 - Follow up, maintain contact.
- Will there be a Q&A session afterwards?
 - Inform the speaker(s) prior to event
- Will there be refreshments?
 - How much/from where?
 - Plates/napkins/utensils
 - How to advertise? (Listserv/Event Calendar/Bulletin Boards)
- Notify Dean's Office if you plan to host a guest speaker.
 - If a speaker is career related, notify Student Professional Development.

- Setup the room.
 - Is it regular operating hours? Do you need special access?
- Do you need tables?
 - Is there a panel of speakers?
 - Table drape, name placards
- One speaker?
 - Podium drape
- Where will the speaker(s) park?
 - Obtain [parking](#) pass(es) / Water bottles from T. Hackleman.
- Who is meeting the speaker(s)?
 - Where?
- Who is introducing the speaker(s)?
 - Biographies/Prior research
- Are A/V aids necessary?
 - PowerPoint? Handouts?
 - Notify [Joellen Childers](#) for access to A/V cabinets
- How long does the speaker have to speak?
 - Make the speaker aware of time limit, students needing to leave for class, room being used after, etc.
- How will food be disseminated?
- Are there enough trash cans?
 - Trash from food
- Need ice for refreshments?

After Event

- Ensure the room is cleaned
 - Trash removed, placed in receptacles
 - Room restored to former integrity
- Thank the speaker(s), all involved
 - Send "Thank You" card to speaker(s) –available from T. Hackleman.
- Fill out reimbursement forms if necessary within 10 days of event.