Event Checklist

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 B. Shackleford for the key.
- Tables for Hirsch 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 B. Shackleford.
- Student Affairs has some supplies available for use. See B. Shackleford 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, 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 before you when you host a speaker.

Day of Event

- 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)
- Who is meeting the speaker(s)?
  - Where?
- Who is introducing the speaker(s)?
  - Biographies/Prior research
- Are A/V aids necessary?
  - PowerPoint? Handouts?
  - Notify lawhelp@listerv.uga.edu 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 B. Shackleford
- Fill out reimbursement forms if necessary within 10 days of event.