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 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.

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) / 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.