UMBC Campus Event Logistics Check List

Name of the Event: ___________________________________ Date: _____________

Location: ___________________________________________ Time: ___________

Specific Area Required at Location: ________________________________

Event Sponsor: ____________________________

Executive Producer: ___________________________

Chartstring or Foundation Account Number: ___________________________

Estimated Number Guests: ____________

Event Location
Secure location through Campus Scheduling and Event Planning: (25Live; phone 5-3615; email schedule@umbc.edu)
  Sent: ____________ Confirmation Received: ____________
  Consider if building will be unlocked for setup or if after hours or on weekend

Room Layout: if in Commons or University Center, work with Campus Scheduling
  If in other campus buildings, send information to Student Workforce via AiM request and email diagram or memo to chogan@umbc.edu; phone 5-6742
  Memo: ____________ Follow up email to assure received ____________

Tent: Outside companies (work with facilities management on location)
  Order utility marking ____________
  Receive diagram from tent company ____________

Campus Catering
Work with catering company on Banquet Event order (BEO)
  Consider breakouts, dais water, table numbers, attendants, tray stands, dietary needs such as vegetarian, vegan, Kosher, gluten-free
  BEO: ____________ Final BEO: ____________

Parking
Campus Contact: Helen Garland (phone 5-2776; fax 5-1399; email: parking@umbc.edu)
  Memo: ________
  Consider special accommodations, shuttles, parking attendants from Campus Police marshals
April 4, 2016

Signs
Around campus: UMBC Sign Shop (request thru AiM system; Barb phone x5-2761; fax 5-1060)
Also send memo: __________
Consider directional for parking, walking on campus and inside building

CommonVision for signage/posters/banners (www.umbc.edu/commonvision; Laura Schraven phone 5-1884; fax 5-1137)
Send memo: __________

Campus Police
Contact Campus Police and/or Student Marshals (phone 5-3136; fax 5-1087)
Consider if security needed to secure belongings or if VIPs in attendance
Police and Student Marshal form sent __________

Campus AV Services
Contact Scheduling Office (5-3615) if event in The Commons or the UC
Contact AV Services (phone 5-2461; fax 5-3213; email: avservices@umbc.edu) if in other buildings
Memosent: __________
Consider if need technician on-site at event, microphones, podium, laptops, screens

Campus Videographer/Photographer
Videography – contact New Media Studios via an rt ticket and request taping
Photography – complete photography request form:
http://creativeservices.umbc.edu/photorequest/index.php

Housekeeping (request thru AiM system; Barry Riley phone 5-2101; fax 5-1060)
(Rooms, Hallways, Lobbies, Bathrooms, Elevators, etc) NOTE: Housekeeping only cleans Sunday through Thursday evening. If you have events on Saturday or Sunday, you need to request both pre-event and post-event cleaning
AiM Request Sent
Order coat hangers (see catering for coat racks)
Received copy of the billing services

Additional Logistic Arrangements
Create Event Timeline – from start to finish; one of the first things to do; include tasks, dates, responsible party, completion date
Determine if briefing and/or script will be needed, and if so who will be creating and distributing them
Determine if RSVPs are necessary and if so, who will be responsible
Consider if flowers and linens are needed
Determine if name tags will be needed and if so, who will prepare
Order plaques/awards/giveaways if needed
Consider staffing needs and assign people to all roles (don’t forget post event clean up staff)
Consider media/press coverage; email the communications department dwinnick@umbc.edu
Assemble Packets/Handouts
Prepare Event Supplies; consider extension cords, flip charts, markers, tape, scissors, easels
Duplicate hand out materials
**On-Site** (**morning of or at least 2 hours before)**
Check room set-up **
Set up registration  
Check audio-visual equipment **
Assure volunteers are in place **
Check catering is set up, all of the items on the BEO(s) are there **
Determine everyone (attendees, sponsors, vendors, etc) has all materials needed for event

**Other**
Check indoor and outdoor lighting to be sure that all fixtures are working
If outdoors, check on times/dates of outdoor watering system and if electrical receptacles are working
Check to be sure that HVAC will be on if on weekend or when campus is closed
Check to see if conference phone needed
Check to be sure all doors are unlocked in facility and what time they may lock in the evening
Check to be sure elevators and bathrooms are in working order and are clean
Determine if you will need to have special accommodations for hearing or mobility impaired guests
Will you need to develop a script for speakers? If so, who will do this?
Will there be a print program for guests? If so, who will design it, who will print it?

**Post-Event**
Schedule debriefing meeting or an email survey for comments
Assure invoices are processed for payment; include necessary backup such as attendee lists, invitations, BEOs with food listed
Complete expense spreadsheet
Complete timeline with all final dates
Compile event folder online and/or hard copy