

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

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

Memo sent: _____

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