Geneva College ON CAMPUS EVENT CHECKLIST

Goals of each event need to be established; specifics planned and outcomes measured by the requestor of the event.
The Events office will provide direction and assistance as needed on an individual basis throughout the process.

4+ weeks prior to event		
		Verify scheduling availability through Master Campus Calendar. (Intranet)
		Facility will be reserved through the Campus Scheduler on the Intranet. (Scheduling Manager).
		Confirmation # will be assigned and emailed to requestor/owner.
		Schedule AV through Media Request Form on the Intranet. Verify AV is able to support event.
		Complete work order and send to the appropriate parties involved.
		Develop & plan program as appropriate.
		Arrange for appropriate staff needed to accomplish the goals of the event.
		Notify PR of event. Add to campus calendar and website.
2 weeks prior to event		
		Confirm previously requested AV set up with Dave Rhoades.
		Final number expected given to appropriate parties.
		Provide room set up diagram to Dan Kiger.
		Notify switchboard with details of event.
		Notify campus nurse of event.
1 week prior to event		
		Confirm pre-arranged work orders and expected numbers.
Day of Event		
		Arrive AT LEAST 45 minutes prior to start of event.
		Requestor is the “Owner – person responsible ” for the event and should direct the event.
Event Follow Up		
		Thank attenders for participation.
		Clean up all event supplies.
		Be sure all trash is placed near the trash cans.
		*Depending on location and pre-event agreements, clean up assistance may be required.
		Send out Thank Yous.
		Conduct an event debrief with involved parties.