

## Campus Event Checklist

### *Prior to the event*

- Reserve room location

Contact: Room Bookings (ext. 4443)

[roombookings@brocku.ca](mailto:roombookings@brocku.ca)

\*They can inform you of the existing set up of the space

\*You will need to confirm the set up to them 3-5 days in advance so they can put in a work order with Custodial Services

- Request Necessary Audio Visual Equipment

Contact: Communication Services (ext. 3588)

[audiovisual@brocku.ca](mailto:audiovisual@brocku.ca)

\*\*The Sankey Chamber and Pond Inlet have podiums that remain in those locations. If the event is outside of these locations, you will need to arrange for the delivery of a podium.

- Arrange catering, if required

Contact: Brock Dining Services (ext. 4516)

[catering@brocku.ca](mailto:catering@brocku.ca)

\*You will need to provide an account number to place your order

\*Further notes regarding catering are attached in Appendix A

- For Alcoholic beverages

Contact: Hospitality Services (ext. 3535)

\*\*They can also arrange for glassware if needed

- Confirm parking arrangements

Contact: Ken Parson-Parking Services (ext. 4309)

[kparson@brocku.ca](mailto:kparson@brocku.ca)

\*\*Vouchers to be included in invitation or when they arrive on campus at the kiosk

- Arrange photographer

Contact: Amanda Beard for list of photographers (ext. 3245)

\*\*Budget approximately \$100 per hour

\*Be sure to send an event outline and shot list prior to the event

- If you need to speak about additional set up or cleaning requirements

Contact: Nadia Shaver-Custodial Services (ext. 3508)

[custodial@brocku.ca](mailto:custodial@brocku.ca)

\*An account number will be needed to place the work request.

- Arrange for necessary volunteers

- Draft and distribute a minute-by-minute scenario (event outline) of the event
- Confirm special guest attendance
- Provide a brief for the President at least 1 week before the event; the briefing should include the minute-by-minute scenario, briefing notes, list of VIPs and any other relevant details/document.
- Prepare nametags, directional signage and tent cards

### *Day of event*

- Arrive early to greet volunteers, clean room, inspect washrooms, supervise set-up
- Ensure suppliers arrive on time
- Check AV and PA equipment
- Ensure external and internal signage is in place
- Provide jug of water and glass for speaker
- Mark special seating requirements "Reserved" if required
- Direct photographer
- Greet arriving guests
- Greet VIPs, guest speaker

### *Day after event*

- Ensure Thank you cards or correspondence is sent to those who assisted with the event
- Hold an event debrief
- Arrange bill payments