

## Event Checklist

	Checklist item	Tips
<input type="checkbox"/>	<p><b>Request event space @ <a href="http://faculty.utsa.edu">faculty.utsa.edu</a></b> via the online Space Request form 3-4 weeks in advance of your event.</p>	<p><b>Selecting the location of the event will involve asking:</b></p> <p>Who will be attending? Faculty, Staff &amp;/or Students?            What time of day/evening will the event take place?            Does the room have the seating capacity needed for the specific or preferred event layout?            Does the room have the technology required?</p> <p>We encourage you to review the Faculty Center Space Policies and Guidelines to help select the best location for the event.</p> <p><b><u><a href="#">Review Faculty Center spaces</a></u></b></p> <p><b><u><a href="#">Review guidelines</a></u></b></p> <p><b><u><a href="#">Review FAQ's</a></u></b></p>
<input type="checkbox"/>	<p>Check on your <b>event space confirmation</b> 2-3 business days after submitting.</p>	<p>During peak times, a follow up call is much appreciated!</p>
<input type="checkbox"/>	<p>Once your <b>event space confirmation is received, begin to promote and market the event</b> date and location!</p>	<p>A <u><a href="#">Branding Identity Guide</a></u> with UTSA logos and templates is available to create your promotional and marketing materials. Other options:</p> <ul style="list-style-type: none"> <li>• Consider adding directions or a parking map to invitations</li> <li>• Consider accepting RSVP's especially if you are having a catered meal.</li> <li>• Consider adding Disability Access and Accommodations on invitations and promotional materials.</li> </ul>
<input type="checkbox"/>	<p>Set up an <b>Event Planning consultation</b> with Event Manager and discuss checklist items.</p>	<p>Meet with Faculty Center staff 2 weeks prior to the event day. For larger events, 4 weeks when possible. Determine what has been planned so far, what is pending, and what is still being determined. This will help the Faculty Center staff better prepare for the event and provide recommendations, suggestions and event guidance.</p>
<input type="checkbox"/>	<p>Arrange for <b><u><a href="#">Parking</a></u></b></p>	<p>For events with visitors or special guests (non-UTSA) provide them with a <b><u><a href="#">campus map and parking options</a></u></b>. If your department will cover</p>



		<p>Verify that the event space has the appropriate equipment-</p> <p>For events with technology and presentations by one or more presenters, it is advised that <b>technology run-through be scheduled at least one week in advance.</b></p>
<input type="checkbox"/>	Arrange for <b>Photos or Video</b>	<p>Often, a fellow staff member can take on the role of photographer! For larger events, contact University Communications and submit a <a href="#">Photography Request</a>.</p> <p>The UTSA Video Production Team can be booked through the <a href="#">UTSA Office of Information Technology</a>.</p> <p>Be sure and get a <a href="#">Photo and/or Video Release!</a></p>
<input type="checkbox"/>	Determine the most suitable <b>Room Set-Up</b>	<p>Base room set up on “type of event”, the number of attendees, room size and best attendee traffic flow.</p>
<input type="checkbox"/>	Assign <b>staffing and volunteers</b> to cover key areas of the event	<p>Staffing and volunteers needs may include:</p> <ul style="list-style-type: none"> <li>• Welcome Greeters (usually positioned at the entrance of the event space or to assist with directional assistance).</li> <li>• Info or Sign in table staffing</li> <li>• For events with Guest Speakers, a point of contact should be assigned.</li> <li>• Ushers to assist directing folks if the event has assigned tables and numbers.</li> <li>• Point of contact for event set-up, catering, and tear down.</li> <li>• Point of contact for “event program” to keep the event on schedule and improvise as needed.</li> </ul>
<input type="checkbox"/>	<b>Follow up</b> with vendors and service providers the week of the event.	<p>Touch base and confirm final event arrangements!</p>
<input type="checkbox"/>	<b>Changes to your event</b> should be communicated to your Event Manager whenever possible.	<p>Communicating early will ensure proper changes or adjustments are made for a successful event.</p>
<input type="checkbox"/>	<b>Final walk through:</b> Set a time to meet with the Event Manager for one last walk through. This can be scheduled for the week of the event or a few hours before the event begins.	<p>Note: For events with technology and presentations by one or more presenters, it is advised that <b>technology run-through be scheduled one week in advance.</b></p>
<input type="checkbox"/>	<b>Day of Event</b> Upon arrival, review event set up, accept scheduled deliveries, set out materials, name tags, reserved	<p>Let Faculty Center staff assist you. Should you need assistance, please contact us, we are here to help make your event a success!</p>

	seating signage, prep technology, and set up shop if running a sign in or info table. <b>Also, ensure staff and volunteers are in place at least 20-30 minutes in advance.</b>	<p>Make an “Event Tool Box”.</p> <p>Fill with extra pens, sharpies, name tags, painters tape, scotch tape, white out, scissors, and a flash drive!</p> <p>If time allows, gather staff and volunteers in a huddle prior to event and discuss final event updates.</p>
<input type="checkbox"/>	<p>Keep <b>contact numbers</b> close by should you need assistance during your visit-</p> <ul style="list-style-type: none"> <li>○ Faculty Center Assistance 210-288-0137</li> <li>○ Aramark Catering 210-458-7682</li> <li>○ Photographer and/or Video Team</li> <li>○ Guest Speaker</li> <li>○ Entertainment</li> <li>○ Staff list and contact info</li> <li>○ Volunteer list and contact info</li> <li>○ Security contact info</li> </ul>	<p>Create a running list of contact numbers throughout the planning process and keep close throughout the event!</p> <p>Note: If you are using a caterer or delivery service other than Aramark, please have their number handy and offer your number as well! Often delivery drivers will call when in route or upon arrival for further instruction.</p>
<input type="checkbox"/>	Execute <b>successful event</b>	<p>Events involve many variables and changes take place often very quickly. Just take them one step at a time and don’t forget to enjoy the show!</p>
<input type="checkbox"/>	Post event <b>de-brief</b>	<p>Meet with your team including staff working the event. Gather feedback and use for next year’s planning purposes. What worked and what didn’t?</p> <p>Follow up with vendors, make necessary payments.</p> <p>Send thank you letters and acknowledgments.</p>
<input type="checkbox"/>	<b>Let’s hear from you</b>	<p>The Faculty Center welcomes your feedback!  <u><b>Tell us about your visit.</b></u></p>