

EVENT CHECKLIST

Event Name:

Location:

Date & Time:

Attendance:

Room reservations through [EMS](#)

Facilities: x4444

Room set-up requested and entered in booking via [EMS](#). (*ONE Work Order per event*)

Minimum of 10 business days notice.

Call x4444 with questions concerning a related event work order.

*Schedule walkthrough at least **10 business days prior to event** with Bruno Fraga.*

- All logistical requirements to be populated in notes, or attachment, and denote if signage is required.
- # tables & room setup (dining, conference, theater, exam, classroom style, etc.)
- Registration tables and extra tables needed
- Coat racks
- Easels
- Decorations (trellis pieces, fichus trees, etc.) *NOTE: Inventory is limited and dependent on availability and type of event.*
- Extra trash receptacles (small or large)
- Extra chairs
- Podium
- Flipcharts
- Extension cords/power strips (*Event organizer is responsible for return*)
- Sustainable signage staked outside (See Signage)
- Banners hung or taken down

Chartwells: (catering@babson.edu) x5952

- Food: Breakfast, lunch, dinner, snacks, dessert, hors d'oeuvres
- Beverages: Coffee, soft drinks or alcohol (and refreshes during events)
- Skirted and clothed tables
- Flowers: Centerpieces, bubble bowls, bud vases, etc., or podium pieces
- Extra bottled water for speakers/presenters/panelists
- FINAL COUNTS DUE TO CATERING AT LEAST 3 DAYS BEFORE EVENT – NO EXCEPTIONS!**

Media Services/AV needs: (support@babson.edu) x4357

- Microphone (tabletop, podium, hand-held, wireless, lavalier)
- Overhead or LCD Projector
- Video Camera
- Laptop hookup
- TV/VCR/DVD player
- Video tape Event
 - Video Release Forms signed by panelists/ guests being taped
- Computer presentation in room (ex: PowerPoint)
- Slides for backdrop
- Lighting

Signage:

- Sustainable signs for reserved parking must be printed on 11x17 paper and delivered to facilities at least **2 days before event** (include signage request in EMS and on the back of each sign denote where each sign needs to be placed, include the name and date of the event.) Each Gate entrance sign needs to have the name of the event, preferred parking lot and name of building for event.

- Foamcore signs for easels indoors: you must send as a PowerPoint file to Canon at canoncopycenter@babson.edu and include size (8.5"x11", 8.5"x14", 11"x14", 18"x24", 24"x36") and if it should be foam core and/or laminated
 - Signs with event name and location on it (go on easels)
 - Podium signs
- Reserved Seating Signs

Public Safety (Security): x5555

- Officer on site (if there will be beer or wine) to check ID's and bracelet – [reserve online](#)
- Officer on site for crowd control or for parking/directions – [reserve online](#)
- Notify of which lots will be used
- Notify of any private spots they need to cone off that day(5 max)
- Rooms unlocked/locked
- Minivans – (Must provide drivers that are van certified and have been through training. List can be obtained from Public Safety)

Registration process:

- Registration set up in Active Data or RSVP via e-mail/phone
- Attendance sheet for counts, food and name tags

Marketing Media: Publications (x4267) and web services (x4512) – All requests submitted thru [JIRA](#)

- Save the dates, Invitations, Logos
- Posters and/or banners
- Programs and/or Brochures
- Website
- Photographer
- Images for LCD screens in Reynolds and Olin

Invitations/E-Communications

- Invitation sent via email or mail
- Reminder emails and/or confirmation emails sent prior to event

Travel arrangements

- Flights
- Hotel (BECC)
- Car Service

Favors/ thank-you gifts:

- Ordered or bought
- Ready for presentation

Public Relations: x4549

- Press Release/Media Relations

Incoming cash: Business Office - x5686

- Cash box
- Receipt book
- Spare cash for change
- Portable credit card machine (to charge credit cards onsite)

Paper Items: Staples online ordering

- Nametags:
 - Babson Stock – Z24BABPTAG (300 inserts)
 - Badge style: Pin/clip/lanyard – Clip Avery 74541 (100 per box)
 - Pin AVECB74C (100 per box)

- Lanyard AVECS4C (50 per box)
- Stick-on – Z24BABATAG (100 per pack)
- Tent cards – Z24BAPTENT (250 per pack)
- Place cards – Ordered through Publications

Logistics Memo: Emailed out to all departments involved and attached to booking in EMS
3-4 WEEKS BEFORE EVENT
(To include: Facilities, Sodexo, Public Safety, Media Services)

Thank you letters/gifts sent or emailed to volunteers and event participants