

EVENT PLANNING CHECKLIST

(<http://eventplanning.uncg.edu>)

EVENT INFORMATION

Department _____

Contact Person _____

Event Name _____

Event Date / Time _____

Event Location (Facility and Room) _____

Email _____ Phone # _____

Departments may plan events as part of their normal duties or for community outreach. It is in the University's interest to have all participants and UNCG visitors have high quality experiences on campus. To help you in your planning efforts, this checklist has been developed, taking into consideration laws, policies, safety issues, and problem areas. The checklist summarizes what goes into successful event planning.

UNCG has experienced Event Managers who can assist you in planning your event. If you choose to use (or are required to use) an Event Manager, he/she will be responsible for dealing with all aspects of event management covered in this checklist. Please contact Continual Learning at 334-4726 for more information about event management.

- **If you are planning the event yourself, you must send a signed copy of this form to each Reserving Office(s) at least five business days prior to event.** (List of Reserving Offices on page 3)

CHECKLIST

Please use the following: **Check Mark indicates completion**
 NA indicates not applicable for event

Allow sufficient planning time. Services required from other departments should be arranged at least two weeks prior to event.

PRE-EVENT ACTIVITIES		
Check Box	Planning Activity	Contact Number
<input type="checkbox"/>	Read and be familiar with <i>Facility Use Policy</i> .	http://eventplanning.uncg.edu
<input type="checkbox"/>	Appoint Event Coordinator. The coordinator or a back up person should be on-site during the event to make sure event runs smoothly. Name of Coordinator: _____	
<input type="checkbox"/>	Develop detailed plan for the event (room needs, marketing materials, rentals, equipment needed...)	

Check Box	Planning Activity	Contact Number
	Contact Reserving Office. The Reserving Office is your resource for information about specific arrangements for the facility. The Reserving Office should not be expected to help make arrangements or to provide equipment or supplies. (List of Reserving Offices on page 3.)	http://eventplanning.uncg.edu
	Check that space confirmation has been received from the Reserving Office.	
	Develop a budget that includes projected surplus or deficit, and how these will be handled.	
	Some events may require a separate account for funds receivable and payable. Contact Accounting Services for more information.	334-5741
	Contact Dining Services or Catering Services for meal arrangements (direct cost) ARA has an exclusive food service contract with UNCG. No outside caterers can service events on campus.	Catering 334-5195 Dining 334-5976
	Contact University Police to notify them of any event held on campus (Direct cost may apply if on-site officers are needed).	334-5963
	Contact University Police and Parking Services for any street closings or obstruction to traffic.	Police 334-5963 Parking 334-5681
	Contact Office of Safety for any safety/health/permit question, or for any of the following: <ul style="list-style-type: none"> • Fireworks or other pyrotechnics • Bonfires • Open flames indoors • Cooking or vending food by other than Dining Services • Tents, booths, or special construction • Large assembly (300+) • Compressed gas cylinder use • Use of hazardous chemicals 	334-5179
	Contact Parking Services if you expect more than 10 off campus participants. Participants should be made aware of parking policies, fees, and desirable locations for parking.	334-5681
	Contact Teaching and Learning Center for AV equipment.	334-5078
	Contact Housekeeping to arrange for any clean up that is above normal (direct cost may apply).	334-5997
	Understand arrangements to have buildings/rooms opened and locked. Contact Facility Reserving Office.	
	Prepare alcohol permit if needed <u>Alcohol Policy</u> .	http://eventplanning.uncg.edu
	Photocopy of Insurance Certificate for co-sponsored organization is required. Send with the completed checklist to Reserving Offices.	
	Acquire solicitation permits from Associate Vice Chancellor of Student Affairs / Director of Student Life.	334-5800
	Arrange publicity, handouts, mailings, name tags. Understand advertising and University logo requirements. Contact University Relations for more information.	334-3783
	Prepare maps and direction signs, if needed.	
	An understanding of the Americans Disability Act is recommended. Contact Disability Services if you have questions.	334-4550
	Arrange to have a phone and emergency numbers available.	
	Contact University Counsel for University liability or legal questions.	334-3067

Signature of Event Coordinator

Signature of Department Head

Printed Name

Printed Name

Department or unit requesting space is financially responsible for all related charges for services or damages to facilities.

Send a signed copy to the Reserving Office(s) involved with this event at least five business days prior to event.

RESERVING OFFICES		
University Facilities	Reserving Office	Telephone
All classrooms. Academic spaces not specified in this table.	University Registrar 180 Mossman Building	334-5946
Alumni House	Reservations Alumni Office	334-5592
Athletic facilities (<i>Fleming Gymnasium, Soccer Stadium, Baseball Stadium, softball field, tennis courts, playing field north of Walker Ave</i>)	Athletics Reservations 337 HHP Building	334-5213
Aycock Auditorium	Student Life 221 EUC	334-5800
Dining Hall	Dining Services Office UDC	334-5195
Exterior areas	Student Life – Reservations 221 EUC	334-5800
Elliott University Center	Student Life – Reservations 221 EUC	334-5800
Faculty Center	Office of the Provost 201 Mossman Building	334-4224
HHP Building (except for Fleming Gymnasium and classrooms), golf course, and swimming pool	Assistant to the Dean, Health and Human Performance	334-5744
Mossman Building Lobby	Office of the Provost 201 Mossman Building	334-4224
Music Building (except for classrooms)	Music Facilities 220 Music Building	256-0148
Piney Lake	Campus Recreation 412 Student Recreation Center	334-5924
Residence Halls & common areas	Housing and Residence Life Mendenhall-Ragsdale	334-5636
Student Recreation Center, recreational fields south of Walker Avenue	Director of Campus Recreation 412 Student Recreation Center	334-5924
Weatherspoon Art Museum (except for classrooms)	Reservations managed by Continual Learning 1100 W. Market Street	334-4726

EVENT DAY ACTIVITIES		
Check Box	Planning Activity	Contact Number
	Check to see if rooms are open and arranged properly.	
	Check to make sure all equipment is working.	
	Check to see that all areas and rooms are clean and put back in order after event. If using ARA catering, arrange for clean up time.	

POST-EVENT ACTIVITIES		
Check Box	Planning Activity	Contact Number
	Pay all direct costs and fees	
	Remove all signs and flyers	