

Event Check List				
Speaker	Josephine Schmo			
Date	9/1/2019			
Time	12:00 PM			
Location	Burke			
Sponsor(s)	Student Services			
TIMELINE	ITEM	DETAIL	Resources	Contacts for questions
Immediately	Secure Date and book space	Use the room grid to book the space. Please include all pertinent information including title of event, speakers, and description. Make sure there are no other events happening at the same time to ensure attendance and services. Securing rooms is contingent on class schedules that take precedent over events	Room Grid: https://environment.yale.edu/calendar/grid/courses ; FES Space Details: https://environment.yale.edu/myfes/facilities/	melanie.quigley@yale.edu and joan.mcdonald@yale.edu.
	Secure funding and co-hosts	Apply for available internal and external funding, identify centers, SIGs, units, and departments that may co-sponsor	For SIG funding: URL; For Community Events Funding: URL	yolanda.quinones@yale.edu
	Create Organizing Committee	May include treasurer, director, logistics, outreach/publicity. Identify volunteers from 1st year, 2nd year, and PhDs to assist in continuity for future events. Identify volunteers for day of management (registration, set up, clean up, IT support)		
	Invite speakers	For high profile invitations, please work with the Dean's office to issue invites and to cross check invites to avoid duplicated requests.		melanie.quigley@yale.edu
	Secure Accommodations	If applicable, book hotel room and confirm with visitor details. You must have all arrangements ready to book before working with the business office.		The Study, Omni, New Haven Lawn Club, Courtyard Marriott
	Secure travel arrangements, send details	If applicable, book hotel room and confirm with visitor details. You must have all arrangements ready to book before working with the business office.	Planning committee member with Jules Lefevre	Hy's limousine for car service, use Egencia for booking flights
	Create Budget		Planning committee is responsible for securing and managing external to F&ES funding which includes funding transfers and reimbursements	Spreadsheet Template in Tabs
	Ask for bio, headshot and create/ask for talk description for advertising	Add to poster, calendar room grid, social media	Planning committee	Poster assistance can be requested via communications.fes@yale.edu
6 months in advance	Create web presence, registration links, call for material, identify photographer	As determined by nature of the event	Planning committee member	May have access to Eventbrite account. Student photographers available through Communications. Web xxx
	Request Services	Facilities, ITS to request clean ups, set ups, bathroom cleaning, open doors for after hours and weekends, and A/V support, Parking Code	Planning committee member	fesfacilities@yale.edu and feshelpdesk@yale.edu and parking@yale.edu . Set up meetings as needed
3 months in advance	Create Equipment List	May include camera, laptops, easels, markers, flip charts, pens, notebooks, folders, FES tablecloth, coat rack	Planning committee member	Electronics often available through feshelpdesk@yale.edu and easels often available in Dean's office at joan.mcdonald@yale.edu
	Book Catering	See preferred catering list. You must have all catering ready to book in advance of working with the business office	Planning committee member	Remember all lunches, coffees, breaks, receptions

	Book speaker dinner with VIPs and Students	If applicable	Planning committee member with Jules Lefevre	
	Identify introducers and moderators	Send invitations and confirm	Planning committee member	
	Create packet for speaker(s)	Deliver to hotels for distribution	Planning committee member	
1 month in advance	Purchase a gift for speaker		Planning committee member	
	Collect release forms for video/photography	Return to communications office	Planning committee member	Link here:
	Make nametags, programs, any printed material		Planning committee member	
	Attend Calendar Meeting	Facilities, Student Services, ITS, Dean's Office, Communications are present for last minute adjustments	Planning committee member	
1 week in advance	Send registration confirmations	Include parking, coat check, directions, agendas, etc.	Invite issued from Alyssa Pereira	
	Request speaker presentations	Send to feshelpdesk@yale.edu for setup	Planning committee member	
	Draft talking points for introducers		Planning committee member	
	Arrive early	confirm set up, ITS support, catering timing, registration table set up, private reception sign displayed, stage set up, mics working	Planning committee member	
Day of event	Send thank you to funders, partners, volunteers, and speakers		All members	
Post event	Send conference page link and/or video or other media available			