

EVENT PLANNING CHECK LIST	
<b>SPACE RESERVATION</b>	
<input type="checkbox"/>	<p><b>What size room is needed?</b></p> <ul style="list-style-type: none"> <li>• Smathers Library 100 for lecture or workshop events of 120 seats or 304 attendees per fire code</li> <li>• Contact: Hallie Mills: <a href="mailto:halliemills@ufl.edu">halliemills@ufl.edu</a></li> <li>• Marston Library Visualization Lab for 20-40 people – has big screen</li> <li>• Scott Nygren Scholar’s Studio in Library West for events of 34 or fewer: <a href="https://librarywest.uflib.ufl.edu/spaces/nygren-scholars-studio/">https://librarywest.uflib.ufl.edu/spaces/nygren-scholars-studio/</a></li> </ul>
<input type="checkbox"/>	<p><b>What is the event start and anticipated end time?</b></p> <ul style="list-style-type: none"> <li>• Reserve room for 1 hour before and after</li> </ul>
<b>EVENT SET-UP</b>	
<input type="checkbox"/>	<p><b>Who is introducing the event?</b></p> <ul style="list-style-type: none"> <li>• Welcome remarks (e.g. Dean, Director, Chair)</li> <li>• Speaker introduction/moderator</li> <li>• Series or event PPT slide</li> </ul>
<input type="checkbox"/>	<p><b>How should the room be set up?</b></p> <ul style="list-style-type: none"> <li>• Tables and chairs</li> <li>• Technical needs (PPT, podium, lapel and handheld microphones)</li> <li>• Videotaping: “Recording Permission Form” for speaker consent</li> <li>• Signage</li> </ul>
<input type="checkbox"/>	<p><b>What materials are needed for the audience?</b></p> <ul style="list-style-type: none"> <li>• Sign-in sheet or student extra-credit sign-in lists</li> <li>• Audience survey, name tags, or other interactives</li> </ul>
<input type="checkbox"/>	<p><b>Who is assisting with the event?</b></p> <ul style="list-style-type: none"> <li>• Tech support (recording?), mic runner(s)</li> <li>• Taking photos</li> <li>• Sign-In table support</li> <li>• Other set-up and clean-up support</li> </ul>
<b>FOOD &amp; BEVERAGES</b>	
<input type="checkbox"/>	<p><b>Is food being served?</b></p> <ul style="list-style-type: none"> <li>• Catering? (Vegetarian, Vegan, or Gluten Free)</li> <li>• When will food be served?</li> </ul>





- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• If the event was recorded and you have permission to post publicly or archive: Follow the appropriate process of uploading</li></ul> |
|--|--|

Updated February 2023.