EVENT PLANNING CHECK LIST
SPACE RESERVATION
<ul> <li>What size room is needed?</li> <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> <li>What is the event start and anticipated end time?</li> <li>Reserve room for 1 hour before and after</li> </ul>
EVENT SET-UP
Who is introducing the event?
<ul> <li>Welcome remarks (e.g. Dean, Director, Chair)</li> <li>Speaker introduction/moderator</li> </ul>
Series or event PPT slide
<ul> <li>How should the room be set up?</li> <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>
<ul> <li>What materials are needed for the audience?</li> <li>Sign-in sheet or student extra-credit sign-in lists</li> <li>Audience survey, name tags, or other interactives</li> </ul>
<ul> <li>Who is assisting with the event?</li> <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>
FOOD & BEVERAGES
<ul> <li>Is food being served?</li> <li>Catering? (Vegetarian, Vegan, or Gluten Free)</li> <li>When will food be served?</li> </ul>

UF Approved Caterers and UF caterer restricted venues: https://www.bsd.ufl.edu/catering Publix supplies Pepsi has exclusive pouring rights for UF events Will alcohol be served? • Verify and submit UF alcohol event approval forms: <a href="https://www.uff.ufl.edu/docview/?docid=2431">https://www.uff.ufl.edu/docview/?docid=2431</a> **HOSTING SPEAKER Honorarium:**  UF faculty or graduate students are not permitted to receive an honorarium (or gift cards) o Email or letter of invitation confirming honorarium Speaker needs to register with UF Supplier Portal prior to visit: https://www.fa.ufl.edu/directives/supplier-portal/ O Speaker info needed: Date of birth, home address, email, phone number, and social security number. o Submit Banking information to Supplier Portal: Banking statement (which must include account number, routing number, and name). Submit "Supplier Tax Information Form" Speakers who are U.S. Citizens Living in the U.S. fill out all three pages of this form: VTI (ufl.edu) (Form includes social security number) o If the speaker is not a U.S. Citizen Living in the U.S. travel must be registered with the University of Florida International Center https://internationalcenter.ufl.edu Will speakers need travel reservations? o Flights: Legal name, date of birth, preferred airport, and travel dates and times (and frequent flyer miles) to purchase by UF o Hotel: AC Hotel Gainesville Downtown: email Angela Crumpton (Sales Manager) at angela.crumpton@marriott.com for reservation with direct bill rate of \$154. (Valet parking is \$30.00 per night.) o Car rental: The AVIS Global Billing Agreement should be used to rent. AVIS direct bills UF. Mileage calculated via MapQuest for reimbursement. Use Wizard # for UF discount rate. If speaker is traveling and/or needing reimbursement: A UFID will need to be created. Speaker needs to supply this information: Full legal name, Gender, Date of birth, Personal phone number, personal email address, and home address. o Once UFID is created a Travel Authorization will need to be made. Needed information: UFID, departure and return dates, travel location, funding source, type of event, cash advance needed, and cost estimate (if not known) of airfare, lodging, registrations, meal reimbursement based on rates, and any other personal expenses. Also, include if any of these costs will be paid via a Pcard. Itinerary • Itinerary template of people to meet (e.g., student groups, graduate students, a tour of UF, classes)

EXPENSES
For reimbursement follow your home unit and college rules and regulations. Here are some general ground rules.
<ul> <li>Submit receipts following the event ASAP</li> </ul>
Provide itemized receipts
<ul> <li>List of meal attendees</li> </ul>
<ul> <li>Indicate who is being reimbursed and give their UFID</li> </ul>
<ul> <li>UF reimburses 15% tip only</li> </ul>
<ul> <li>UF is tax exempt. Make sure receipts and bills exclude tax or be prepared to pay tax out of pocket.</li> </ul>
PROMOTION
Collaborate with the communications office in your college. Provide ample time for PR materials.
Possible PR materials:
<ul> <li>11 x 17" poster for displaying around campus/Gainesville</li> </ul>
E-postcard for sending via email
<ul> <li>Facebook event with associated graphic</li> </ul>
<ul> <li>Unit, university, and CHPS website event page with detailed information</li> </ul>
Include:
Event title
Names and affiliations of speakers
1-paragraph abstract of the event topic for a student and public audience
o optional 50-word summary for poster
o optional 30-word summary for e-postcard
Biographies of speakers
Any preferred images to appear on the publicity
Names and logos of sponsors and co-sponsors
Attendance information: Event free? Open to the public?
Contact name and email     Consider:
Consider:
Any specific groups to be alerted about or individuals invited to the event?  SPECIAL EVENT PROCEDURES
• Green Event certification from the Office of Sustainability?: <a href="https://sustainable.ufl.edu/get-involved/sustainable-event-guide/">https://sustainable.ufl.edu/get-involved/sustainable-event-guide/</a>
Alert UF Police Department?
Are there any additional procedures or requests that we should be aware of?  AFTER THE EVENT.
AFTER THE EVENT
Pay speaker honorarium and any other reimbursements
If your event was funded by external funding that requires report: Submit report with number of attendees
CHPS internal events: List on Center events master list

• If the event was recorded and you have permission to post publicly or archive: Follow the appropriate process of uploading

Updated February 2023.