



Event Checklist

Faculty Organizer Name: _____

Event Title: _____

Purpose: _____

List related courses and syllabi on which the event appears:

Date: _____ Start Time: _____ End Time: _____

Who is your target audience?

Students Parents Faculty/Staff Alumni Community

Other (specify) _____

Expected number in attendance: _____

VIPs to be present: _____

Has this been confirmed with their office and placed on their calendar?

Who confirmed: _____ Date confirmed: _____

Budget

Calculate total budget, including catering and business entertainment meals:

List event sponsors by name, amount, fund number and specifications:

Technical requirements

AV Technician services: _____

Microphone: _____

Sound system: _____

Lighting equipment: _____

Projector: _____

TV/DVD: _____

Laptop: _____

Photographer: _____

*Request photography by submitting a request to the [Office of University Relations](#) early on.

Room requirements

Tables: _____

Chairs: _____

Staging: _____

Podium: _____

Registration tables: _____

Decorations: _____

Table for awards, gifts, or displays: _____

Will someone receive a gift or award at the event? Yes No

If yes, who is responsible? _____

Vendor: _____ Order date: _____

Keynote Speakers

Name of Speaker(s): _____

Does the speaker reside in the U.S.? Yes No

If no, list country of residence and/or citizenship: _____

*If a visa will be required, begin the process 3-5 months in advance. Non-resident aliens must complete additional forms for Lisa Eakins, tax compliance officer.

Will the speaker have unsupervised contact with students/minors? Yes No

If yes, a background check is required. Date completed: _____

Please select one of the options below:

Is the speaker employed at UNCW?

If yes, complete a supplemental compensation request (MySeaport).

SPZ #: _____ Date submitted to AARM: _____

Is the speaker employed at another NC state institution?

If yes, complete a dual employment certification (CP-30).

Date submitted to Accounts Payable: _____

Will the speaker be paid as an individual with a check?

If yes, complete an independent contractor form (PUR 1.40).

Date submitted to Purchasing: _____

*Checks must be requested by Fridays to be issued on the following Wednesday. Notify admin in advance if check should be mailed or ready at the event.

Speaker Travel

Service fee: \$ _____ Travel allowance included in total? Yes No

Lodging: \$ _____ Hotel: _____

Will lodging be prepaid by UNCW? Yes No

Airfare: \$ _____ Departure City: _____

Will airfare be prepaid by UNCW? Yes No

Mileage: \$ _____ Departure City: _____

Taxi: \$ _____ Car rental: \$ _____

Meals: \$ _____ Visit Travel website for [rates and eligibility](#).

Films

Title of Film: _____

Vendor: _____

Price of purchase or rental: _____ Date paid: _____

Marketing

Contact OUR to ensure special events are carefully marketed to maximize attendance and visibility. This is done by developing strategic advertising, designing invitations and/or other promotional literature, and distributing news releases to targeted media outlets. Content should be reviewed by [Gena Guthrie](#), CAS Public Communication Specialist, before submitting to OUR for design and publicity.

Poster quantity: _____ Dimensions: _____ Paper: _____

Flyer quantity: _____ Dimensions: _____ Paper: _____

Program quantity: _____ Dimensions: _____ Fold style: _____

Allow additional time for OUR to design materials and print through Printing Services.

Request Campus Activities and Involvement Center (CAIC) to distribute across campus.

List event on appropriate websites: _____

Guests

Make plans for handling RSVP's from guests. Be sure to give guests enough time to plan to attend and respond. Contact Disability Services for assistance with special needs requests.

Who will collect RSVPs from guests? _____

Will you need to include a map with directions in your invitation? Yes No

Where will guests park? _____

*Contact Parking in Auxiliary Services if needed.

Do you need security? _____

*Contact Campus Police if needed.

Catering

Will your event be catered? Yes No

Plan your menu at least 2 weeks in advance. Holidays and commencement need 4-6 weeks.

Confirm setup and final guest count with UNCW Catering and Reservations one week before.

Procedure

- 1) Submit event requests to the Cultural Activities Committee. Copy the Chair.
- 2) Once approved by the committee, secure sponsorship funding in writing.
- 3) Once funding is secured, book the speaker or reserve the film. If a visa is required, allow 3-5 months additional time.
- 4) Reserve space and request AV technical services. Allow extra time for special accommodations.
- 5) Send content for marketing to Gena Guthrie, CAS Public Communication Specialist, for review before submitting to OUR.
- 6) Distribute printed marketing materials through CAIC. Promote online.
- 7) Reserve catering.
- 8) Book travel arrangements for speaker.
- 9) Process speaker's payment with the appropriate option.
- 10) Confirm catering, parking, security, and disability accommodations.
- 11) Confirm space setup prior to event start time. Moving Services should be requested in advance if furniture will need to be arranged.
- 12) Hand-deliver the honorarium check to the speaker if appropriate.