SUL Event Planner Responsibilities

1. Complete Event Logistics Form.

2. Establish a budget.
   » Include catering (food/alcohol), cost of printing/mailing invitations, honorarium, publicity, space rental, travel expenses).

3. Request a Mycode for major (complicated) events from Dean of Administration Services to track expenses.

4. Request a meeting with Library Communications (Pamela McLaughlin and Julie Sharkey) at least two weeks in advance to discuss specific publicity requests once you’ve completed the Event Logistics Form.

5. Secure mailing list through BSR and/or HR, if applicable.

6. Make all necessary room reservations, including setting up the room and returning the room to its standing seating configuration and layout.
   » Users of Libraries' meeting spaces are expected to set up, take down, and operate their own presentation equipment. Please review AV policy for selected location on the Libraries website.

7. Confirm with Facilities and Security Coordinator that all “after hours” facilities arrangements are set.

8. Make arrangements for any video/photography requirements.

9. If needed, make arrangements for American Sign Language (ASL) and/or Communication Access Real-time Translation (CART) services.
   » When is ASL and/or CART needed. Find out using the ASL/CART flow diagram.
   » Use this form to request ASL and/or CART for your event.

   Note that two weeks lead time is needed, but one month or more is preferred.

10. Make sure room is cleaned up once the event is over (i.e., having all food, catering items, and trash removed) and securely locked at the end of the event.