Event Checklist

Beth Shackleford
Student Professional Development

Information

- All events must adhere to the University Guidelines.
- Room reservations are done online.
- Reimbursement forms and other useful resources can be found here.
- Both The Larry Walker Room and the ice machine are in Rusk. Each requires a key to open. See B. Shackleford for the key.
- Tables for Hirsch Hall are located in a closet near Classrooms A and B, beside the men's room.
- The key to the student org room is also held by B. Shackleford.
- Student Affairs has some supplies available for use. See B. Shackleford for information.

Before Event

☐ Check law school calendar for availability & conflicts: http://www.law.uga.edu/event-calendar
☐ Reserve a room.
☐ What's the size of the audience?
☐ How many speakers?
  o Communicate with speaker(s), ensure they know date, time of event, location, subject, time limit, etc.
  o Follow up, maintain contact.
☐ Will there be a Q&A session afterwards?
  o Inform the speaker(s) prior to event
☐ Will there be refreshments?
  o How much/from where?
  o Plates/napkins/utensils
☐ How to advertise? (Listserv/Event Calendar/Bulletin Boards)
☐ Notify Dean’s Office before you host a speaker.

Day of Event

☐ Check law school calendar for availability & conflicts: http://www.law.uga.edu/event-calendar
☐ Reserve a room.
☐ What's the size of the audience?
☐ How many speakers?
  o Communicate with speaker(s), ensure they know date, time of event, location, subject, time limit, etc.
  o Follow up, maintain contact.
☐ Will there be a Q&A session afterwards?
  o Inform the speaker(s) prior to event
☐ Will there be refreshments?
  o How much/from where?
  o Plates/napkins/utensils
☐ How to advertise? (Listserv/Event Calendar/Bulletin Boards)
☐ Notify Dean’s Office before you host a speaker.

After Event

☐ Ensure the room is cleaned
  o Trash removed, placed in receptacles
  o Room restored to former integrity
☐ Thank the speaker(s), all involved
  o Send “Thank You” card to speaker(s) – available from B. Shackleford
☐ Fill out reimbursement forms if necessary within 10 days of event.