

HBU EVENT CHECKLIST


Event Name: _____

Date: ___/___/___ Location: _____ # expected: _____

Event timeframe: _____ - _____ (set-up: _____ / teardown: _____)



To-Do List: As soon as you know the event is happening...

	Schedule event on Ad Astra by clicking the icon on the HBU portal (my.hbu.edu). Be sure to include set-up / teardown times and request resources.	
Did you get second email confirming venue from Ad Astra?		
Will you be marketing your event? For web strategies, photography, videography, news submission, and publications, contact the Innovation & Strategic Marketing team (hbu.edu/ISM).		
Will you take RSVPs? Email or phone?		
Do you need a mailing list / email list? Contact Melanie Hagerty (mhagerty@hbu.edu) in Advancement, x3156.		
Inviting special guests? President, Executive Council, others? Send a save the date.		
Add your event to the University Calendar by emailing the Events Intern (eventsintern@hbu.edu).		
Meal or Refreshments? Order on CATERTRAX (hbu.edu/EventCatering). If using Baugh, contact Benny Gilbert (bgilbert@hbu.edu), x3360.		
Is your event in the Morris Cultural Arts Center? Would you like to have the museums open? Contact the museums front desk at x3997.		
Will there be prospective students at your event? Contact Admissions (admissions@hbu.edu, x3211) or Graduate Admissions (gradadmissions@hbu.edu, x3269) to have someone speak or provide information about applying to HBU.		
Will your event count as a CLW credit for current HBU students? Turn in CLW Request Form to Saleim Kahleh (skahleh@hbu.edu), x3485.		



To-Do List: Focusing on the Program ...

Create program agenda. (Share final version with all program participants prior to the event.)	
Are speakers confirmed?	
Music – CD or live? When? For live music, contact Jason Lester (jlester@hbu.edu) in the Dept. of Music, x3339.	

Do you need to order an honorarium or gift for any speakers?	
Will you utilize student help? Who? What tasks?	



To-Do List: Five Business Days Prior to Event ... Date: ____/____

Turn in accurate set-up form found at my.hbu.edu/ in HBU forms .	
Guarantee catering numbers for event on CATERTRAX (hbu.edu/EventCatering).	
Need additional media or other resources? Contact University Events (events@hbu.edu), x3047.	
Share program agenda / media needs with techs running A/V in the Morris Center. Contact Andy Helms (ahelms@hbu.edu), x3069.	
Do you need to make a program or nametags? Registration table?	
Do you need special attention from custodial at the event? Extra trashcans? Contact Hector Garcia (hgarcia@hbu.edu), x3374, and add to facility set up sheet.	
Do you need directional signage for the event? (Contact Nan Donahoe (ndonahoe@hbu.edu), x3447, or Events has ordered these from Minuteman Press (minutemansw.com) off 59 by Olive Garden. Remember to pick-up signs at end of event.	
Specialty items? Flowers? Rentals? Decorations – centerpieces? Contact University Events , x3047. Buying items? Use HBU Tax Exempt Form (hbu.edu/HBUForms).	

Other: (Additional notes / tasks)

Have questions / concerns? Call us!

University Events

[Candace Desrosiers](#) – x3047
[Sarah Holland](#) – x3442
[Maggie Brister](#) – x3061

Morris Center Tech

[Andy Helms](#) – x3069
[Stanley Tso](#) – x3133
[David Rojas Cuya](#) – x3651

Media Services

[Isaac Simpson](#) – x3478
[Matthew Barroso](#) – x3827

ARAMARK Catering/Dining

[Benny Gilbert](#) – x3360
 Catering Office – x3366

Custodial Services

[Hector Garcia](#) – x3374

Student Life

[Mon'Sher Spencer](#) – x3642
[Sarah Holloway](#) – x3148

University Police

[John Karshner](#) – x3225
[Sergeant Maxey](#) – x3851

Maintenance

[Gary Dyke](#) – x3335
[Mickey Beavan](#) – x3735