

Name of Event:

Date & Time

Location:

Number of people:

Event planner contact information:

Task	Assigned To:	Status	Cost Estimate	Notes
<b>Event Purpose</b> <i>Why are you having this event? ROI?</i> <i>Reassess event purpose-make sure it is necessary.</i>				
<b>Reserve Location</b> <i>Accessible to outside visitors, sufficient parking, purposeful space for group, etc.</i> <ul style="list-style-type: none"><li>• University Union: (920) 465-2328 <a href="http://www.uwgb.edu/union/event-planning/">www.uwgb.edu/union/event-planning/</a></li><li>• Weidner Center: (920) 465-5100 <a href="http://weidnercenter.com/plan-your-event/">weidnercenter.com/plan-your-event/</a></li><li>• Kress Events Center: (920) 465-2064 <a href="http://www.uwgb.edu/kress/event-planning/">www.uwgb.edu/kress/event-planning/</a></li></ul>				
<b>Diagram</b> <i>Acquire diagram/layout of space</i>				
<b>Invitations</b> <i>See template</i> <i>Work with University Marketing - allow 10 - 14 weeks prior to mailing</i> <a href="http://www.uwgb.edu/univcomm/">http://www.uwgb.edu/univcomm/</a>				
<b>Mail/Email Invitations</b> <i>Send 5-6 weeks prior to event</i>				
<b>Send Email Reminders or Call</b> <i>5 days prior &amp; 1 day prior to RSVP deadline</i>				
<b>Chancellor Request Form</b> <i>If you would like the Chancellor to attend &amp;/or speak during your event, please fill out the Chancellor Request Form 60 days prior to the event.</i> <a href="https://www.uwgb.edu/advancement/events/chancellor.asp">https://www.uwgb.edu/advancement/events/chancellor.asp</a>				
<b>Chancellor Event Summary Form</b> <i>If the Chancellor is attending your event, please use the Event Summary &amp; Briefing Document to create a detailed one-page summary of your event, showcasing the most important information. Please forward this document to Morgan Fuller, <a href="mailto:hansenm@uwgb.edu">hansenm@uwgb.edu</a>, seven days prior to the event. You can find this document in the same location as the Chancellor Request Form.</i> <a href="https://www.uwgb.edu/advancement/events/chancellor.asp">https://www.uwgb.edu/advancement/events/chancellor.asp</a>				
<b>Guest Profile Sheets</b> <i>If the Chancellor is attending you will need to provide the RSVP list to the Advancement so we can pull the profiles. RSVP list needs to be sent to Morgan Fuller in Advancement seven days prior to event.</i>				
<b>Chancellor Speaking Script</b> <i>Please work with Ben Joniaux, <a href="mailto:joniauxb@uwgb.edu">joniauxb@uwgb.edu</a>, Chief of Staff to create the script.</i>				
<b>Seating Chart</b> <i>If there will be a seating chart, please send this to Morgan Fuller seven days in advance.</i>				

<b>Maintain RSVP List</b>				
<b>Send Map, Parking Pass, Meeting Information to attendees</b> <i>if applicable</i>				
<b>Send Meeting Email Reminders or Call</b> <i>5 days prior &amp; 1 day prior to RSVP deadline</i>				
<b>Food &amp; Beverage / Caterer</b> <i>UW-Green Bay Catering: Chartwells (920) 465-2550 <a href="https://www.uwgb.edu/advancement/events/catering.asp">https://www.uwgb.edu/advancement/events/catering.asp</a></i>				
<b>Food &amp; Beverage:</b> <b>Buffet, Plated &amp;/or Passed</b> <i>Chancellor/VIP table served first Label food so attendees know what's being served Hosted bar or will beverages be on tables Consider special dietary needs of attendees Consider special dietary needs of guest if necessary</i>				
<b>Agenda</b> <i>Create meeting agenda</i>				
<b>Timeline of Events</b> <i>Create meeting timeline with focus on event flow</i>				
<b>Media</b> <i>Coordinate with University Marketing &amp; Communication</i>				
<b>Directional Signage</b> <i>To direct attendees to event: TV monitors, signs on st&amp;, human arrows, etc. Contact public safety for outside green road signs</i>				
<b>Room Set-up</b> <i>Rounds, classroom, crescent, theater, etc. <a href="http://www.uwgb.edu/union/event-planning/">www.uwgb.edu/union/event-planning/</a></i>				
<b>Coat Rack</b>				
<b>Decorations</b> <i>Centerpieces (green &amp; white) Consistent UW-Green Bay feel / green &amp; white UWGB décor - banners Upscale collegiate appearance</i>				
<b>Registration Table</b> <i>At entrance. Namebadges, sign-in, hand-outs, etc.</i>				
<b>Assign Greeters/Host</b>				
<b>Reserve Table for VIPs</b> <i>Create a table tent to reserve tables for VIPs (if applicable)</i>				
<b>Name Tags</b> <i>See attachment for template. UWGB administrators may wear their UWGB name tag.</i>				
<b>Entertainment</b> <i>Consider UWGB student entertainment, piped-in music or other entertainment.</i>				
<b>Photography</b> <i>Please visit the Office of Marketing &amp; University Communication to assist with photography needs</i>				
<b>Gifts</b> <i>For host, honorary guest, speaker, etc.</i>				
<b>Favors</b> <i>For all guests (if appropriate)</i>				

<b>Parking</b> <i>Notify UWGB Office of Public Safety to ensure University protocols are being met</i>				
<b>Students Attendees</b> <b><i>Please prepare students for their role &amp; expectations</i></b> <i>If students are attending, please encourage them to sit in front &amp; disperse among other attendees</i> <i>Prepare students for their role &amp; expectations.</i>				
<b>Audio Visual</b> <i>University Union audio visual needs – please contact the Reservation Staff.</i> <i>Weidner Center – please contact the Program Mgr</i> <i>Kress Event Center – please contact the Events Coordinator.</i> <i>University Academic Space - please contact ATS.</i> <ul style="list-style-type: none"> <li>• Microphone</li> <li>• Speakers</li> <li>• LCD projector</li> <li>• Screen</li> <li>• Laptop</li> <li>• Podium with UWGB logo</li> </ul>				
<b>Facilities</b> <i>Contact facilities to ensure lawn is groomed for Chancellor's Residence events.</i>				
<b>Speakers</b> <i>Reserve speakers (if applicable) and provide them with the attached speaker best practices guide</i> <i>Rehearse with audio visual staff prior to the event</i>				
<b>Follow up notes/calls</b> <i>It's always recommended to send guests a thank you letter or e-mail after the event</i>				
<b>Attendee Tracking</b> <i>All community, donor &amp; sponsor attendees need to be entered into our donor database. Please contact University Advancement for assistance.</i>				