Gevirtz Graduate School of Education
Event Planning Checklist

This document is intended to be used as a guide for planning an event sponsored by, or held in spaces within the Gevirtz Graduate School of Education (bldg. #275).

*It is advised that events be planned at least four weeks in advance and take into consideration the following details:*

**EVENT DETAILS**

Event Name/Title: ________________________________________________________________

Event Date(s) and Time(s): ________________  Expected attendance: __________

Purpose: ______________________________________________________________________

Funding source for event: _______________________________________________________

Other departments/campus entities involved: _________________________________________

Community organizations/groups involved: __________________________________________

**EVENT RESOURCES**

- **Room Reservation(s) and Building Access**
  Where will the event take place? ☐ On campus ☐ In the GGSE building ☐ Off-campus

  Event Location: __________________________________________________________________

  o Will the GGSE Board Room or Terrace be used for the event? ☐ Yes ☐ No
  o Has a room reservation been made? ☐ Yes ☐ No
  o Will space need to be accessed after-hours? ☐ Yes ☐ No
  o Have you determined a plan for set-up/clean-up? ☐ Yes ☐ No
    - Be sure that the room is returned to its original set-up and all trash and food are properly disposed.

  o **GGSE Board Room Reservations**
    - Contact Veronica Munoz
      - veronicamunoz@education.ucsb.edu, x2137

  o **GGSE Building Access** (after-hours access to building, bathrooms, boardroom, etc.)
    - Contact Amy Meredith for advice or more information, if needed
      - amyh@education.ucsb.edu, x2137

- **Food/Catering**
  Please visit: [http://www.ehs.ucsb.edu/riskmanagement/catering-services](http://www.ehs.ucsb.edu/riskmanagement/catering-services)

  o Will food be served at the event? ☐ Yes ☐ No
  o Will alcohol be served at the event? ☐ Yes ☐ No
  o Is food/alcohol allowable in the space and on the funding source? ☐ Yes ☐ No
  o If food is being served, please indicate caterer: ________________________________
  o Has a catering contract been completed? ☐ Yes ☐ No
  o If UCen Catering is not the caterer being used, has a Catering Permit been secured? ☐ Yes ☐ No
❖ Technology
What type of technology is desired for the event?
☐ GGSE guest accounts
☐ wireless access
☐ video conferencing
☐ consultant support
☐ other: ____________________________________________________________

○ Contact ITG to make arrangements, or for more information, if needed: help@education.ucsb.edu, x8031

❖ Transportation
Please visit: http://www.tps.ucsb.edu/guest-services
○ Will directional signage be required for the event? □ Yes □ No
○ Will parking permits be required for the event? □ Yes □ No

❖ Publicity
What type of publicity is desired for the event?
☐ press releases,
☐ marketing materials
☐ social media
☐, other: ____________________________________________________________

○ Contact George Yatchisin for advice or more information, if needed: george@education.ucsb.edu, x5789

❖ Staff Administrative or Event Support
Please contact the appropriate staff from the list below for more information about arranging for administrative or day-of event support for the event.

Staff Support Contacts:

 o CCSP: Shannon Rivard
   o skrivard@ucsb.edu, x3375

 o EDUC: Redilyn Mesa
   o rmesa@ucsb.edu, x4515

 o TEP: Samantha Cole
   o samanthacole@ucsb.edu, x2084

 o Dean's Office: Briana Villaseñor
   o briana@education.ucsb.edu, x5492