

# 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: \_\_\_\_\_

- Will the GGSE Board Room or Terrace be used for the event?  Yes  No
- Has a room reservation been made?  Yes  No
- Will space need to be accessed after-hours?  Yes  No
- 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.
- GGSE Board Room Reservations**
  - Contact Veronica Munoz
    - [veronicamunoz@education.ucsb.edu](mailto:veronicamunoz@education.ucsb.edu), x2137
- 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](mailto:amyh@education.ucsb.edu), x2137

### ❖ Food/Catering

Please visit: <http://www.ehs.ucsb.edu/riskmanagement/catering-services>

- Will food be served at the event?  Yes  No
- Will alcohol be served at the event?  Yes  No
- Is food/alcohol allowable in the space and on the funding source?  Yes  No
- If food is being served, please indicate caterer: \_\_\_\_\_
- Has a catering contract been completed?  Yes  No
- If UGen 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](mailto: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](mailto: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:**

- CCSP: Shannon Rivard
  - [skrivard@ucsb.edu](mailto:skrivard@ucsb.edu), x3375
- EDUC: Redilyn Mesa
  - [rmesa@ucsb.edu](mailto:rmesa@ucsb.edu), x4515
- TEP: Samantha Cole
  - [samanthacole@ucsb.edu](mailto:samanthacole@ucsb.edu), x2084
- Dean's Office: Briana Villaseñor
  - [briana@education.ucsb.edu](mailto:briana@education.ucsb.edu), x5492