ACADEMIC PROGRAMS EVENT CHECKLIST

Planning a campus event? Use this form to gather your information.

- Faculty Name ___________________________ Dept. /Program____________________________ Phone _____________

- Name of Event _______________________________________________________________________________________

- Type of Event (e.g., conference, lecture, workshop, dinner) ____________________________________________________

- Date of Event _________________________________

- Time of Event (include start and expected end times)________________________________________________________

- Who are the sponsors of this event? (List all programs, departments, etc.) _______________________________________
  _____________________________________________________________________________________________________

- Is this a student-sponsored event? If so, list student name(s), the group/club name, and contact information: _____________________________
  ______________________________________________________________________________________________________

- Expected Attendance (include number and intended audience) ________________________________________________

- Preferred Location/Second Choice _________________________________________________________________________

- Room Set-Up (e.g., theater-style in rows, seating at round tables, podium with panel table, etc.)____________________
  ______________________________________________________________________________________________________

- Does your event include an outside speaker or performer requiring a Siena College Guest Performer/Speaker Agreement or an Honorarium Agreement? ______________
  Guest speaker name and title __________________________________________________________________________

- Will your event require any catering or meals? __________________________________________________________________________

- Will your event require any audio /visual equipment? Specify all requirements (e.g., laptop, projector, screen, microphone, sound system, clicker):  ________________________________________________________________________________

- Do you require assistance with promotional materials (flyers, programs, posters, etc.)? _____________________________

- Will your event require any outside signage (sandwich boards) to direct attendees to parking or event location? If yes, list locations: ____________________________

For assistance with any Academic Program-related events, please contact Lynn Rogers, Director of Academic Programs lrogers@siena.edu or 782-6654.