

**CONDENSED VERSION -
Special Events Reference Guide
See Reference Guide for details**

(√)	PRELIMINARY
	Identify purpose of event. Notify alumni (7081) and development offices (6402) if appropriate.
	Identify event team, project manager and backup
	Identify budget. Who's paying?
	Confirm date/time on chancellor's schedule if applicable (fychanc@uaf.edu, 7112)
	Submit event notice to Environmental Health and Safety at www.uaf.edu/safety
	Reserve event site(s)
	PUBLICITY
	Review UR Publicity Guide for appropriate publicity vehicles (www.uaf.edu/univrel/publicity/index.html)
	Determine message, desired media (radio, print, television, etc.) and target dates
	Media advisory?
	Web calendar? (http://www.uaf.edu/events/)
	Sun Star and News-Miner events calendars?
	Cornerstone?
	Invitations
	Select groups on reception invitation group list - route as appropriate for review
	Create invitation list (UR can pull from database using an Invitation Distribution list as a guide; call 7581)
	Review draft invitation list -- route as appropriate for review
	Print invitations and envelopes: who? Note: Printing Services can print, fold & stuff invitations if requested. (Invitations may require a representational allowance. Contact Financial Services.)
	Print labels/list or prepare on disk for mailing service (manipulate spreadsheet into an RSVP sheet)
	Who distributes? Target date?
	RSVP list needed?
	If attending, chancellor to get final list with affiliations
	Nametags?
	Printed program/event handout?
	FOOD/BEVERAGE SERVICE
	Who is coordinating?
	ENTERTAINMENT
	Who is coordinating?
	PHYSICAL SET UP / LOGISTICS
	Physical plant work order needed?
	Audio/visual needs?
	Audio-conferencing to rural sites?
	Web streaming?
	Security/parking?
	DECORATIONS
	Who is coordinating?
	PHOTOGRAPHER / VIDEOGRAPHER
	Who is coordinating?
	SPEECHES / REMARKS
	Chancellor speaking? Check calendar
	Who is writing? Who is providing background?