Event Duties, Responsibilities and Timelines

Event Committee/ Planner (You)

Finding event Speaker – provide speaker name email and other contact information **Semester Before**

Telling Coordinator, the needs of your event (Supplies, Audio, Visual, Room set up.) **One month out**

Food order (If you are ordering food for during the event, what do you want.) **One month out**

Promotion (If you want the event promoted you must provide promotional materials to the social media team both school and division) **Two weeks out at the latest**

Planning the schedule of events (what is the timing of speakers or food or other aspects of your event) **No later than a month from the event. This will allow time for programs to be printed if requested.**

Make posters (Have the promotional content/poster/flyer ready) **As soon as possible. No later than a month before the event**

Remaining within and tracking the events budget

You are the planner of the event who is responsible for setting the details of the event (what, when, why), so that the department event coordinator can better assist with implementing your event plan, making sure the "how" of the plan is carried out smoothly. Here are some things to consider when planning your event:

- Consider what worked and what did not work in prior years of holding the event. What should be changed?
- What size and how many rooms do you need? – to fit multiple speaker sessions, meals, etc. Please consider the cost of space rental in your budget planning.
- Do you need a classroom reserve? How many seats do you need? Is there a specific classroom you have in mind?
- Do you need any equipment? (Microphones (lapel or handheld), projector/screen, speakers, A/V equipment, etc.) Will you need to rent any equipment? Please note AV equipment in Gateway or the Union often comes with an attendant which is an extra

cost, so that must be considered in the budget. Do you need to have a stage? Consider a stage rental will be an extra expense.

- How many tables do you need? Consider the number of guests, food tables, sales tables, swag giveaway tables, etc. Consider that you may need to rent tables, so consider that in your budget.
- Do you need tablecloths? How many do you need? Do you need department branded tablecloths?
- Which meals will you be serving at the event? Do you need a plated meal or buffet style food? Do you need silverware or plasticware? Do you need any vegan meals ordered and how many? What food do you want to serve to your guests? How many people are you planning to feed? Please consider yourself and any staff or other department representatives who will be attending but will not have an official RSVP.
- Do you need a swag table? Do you need swag items ordered? If giving away department swag, what kind of swag would you like at the event?
- Do you need a book selling table provided by the UNT bookstore? What books do you need the bookstore to order? How many books do you need?
- Do you need lanyards or name badges for your guests to wear?
- Do you want guests to check-in? Would you like to gather any of their personal information? (email, address, phone number, etc.) Do you want to provide information to them about donating? Please provide the donation information you would like to provide.
- Do you need the event promoted on social media? How often would you like it promoted. You must provide the social media message content and image that you would like to use.
- Do you need communication sent out about the event to attendees? How frequently? What groups do you need to invite (faculty/staff, grad students, undergrad students, alumni)? You must provide the message you would like to send out to attendees. Please consider what details they should be made aware of – parking, meal information, book sales information (should they bring cash or card?)
- Do you need a car service to/from the airport for your guest speaker?
- Do you need to have an event map of the venue or parking for directions?
- Do you need to have a program containing the order of events?

- Do you need parking? How many people do you need parking for? What lots are you interested in trying to acquire for parking? If parking is needed for a guest speaker in a course for a few hours, this must be arranged prior to the guest's arrival. Please indicate the start and end time of the parking reservation and please provide the guest's license plate number or cell phone number.
- Who is the audience for this event? (students, faculty, public, alumni)

Remember

- Guest speakers receiving an honorarium are supposed to book their own travel, so the honorarium offered is meant to be enough for them to cover their own travel arrangements (airfare, ground transportation, hotel, incidentals, etc.)
- Keep in mind that History Month events have a $1000 budget, which must cover all expenses for the event, including the honorarium, meals, space rental costs, etc. You can request to use course fees to split an honorarium proportionally to the time the guest speaker spent in a course presenting to a class. Please ensure this is a planned event mentioned in your syllabus.

Event Coordinator Duties (Bria)

Develop, maintain and enforce departmental event policies and procedures. Post events to appropriate calendars. Maintain multiple department bulletin boards. Work with Chair, Undergrad Advisors and assigned faculty to coordinate department outreach, marketing and undergrad recruiting efforts. Supervise all setup/breakdown of events.

Event Room Booking

Speaker Pay

Ordering food that will be consumed during events

All Communications with Vendors. (Food, Room, Hotel, Car, Etc.)

All ordering of anything. (Anything that is needed for the event must go through the event coordinator)

Providing the initial budget for events