

Student Event Checklist

Once your event has been approved and a project lead assigned...

1. Contact Carlton Oliver, Information Services (310.506.7204, Carlton.Oliver@pepperdine.edu), if any technology/AV assistance is required
2. Catering arrangements (at least 1 week ahead of time)
 - a. Off-site caterers have included: Subway, Johnnie's, Howdy's, Corner Bakery
 - b. If seeking reimbursement, keep all original receipts. NOTE: Non-consumable purchases over \$100 will NOT be reimbursed.
3. Advertise Event
 - a. Administrative Announcements – contact Dean Jim Gash (310.506.7582, Jim.Gash@pepperdine.edu)
 - b. Web site – will be done by Morgan Thrower or Margaret Barfield if your event is approved
 - c. The Dicta – contact Margaret Barfield (310.506.4653, Margaret.Barfield@pepperdine.edu)
 - d. Digital Signage – contact Margaret Barfield/Jared Padgett (310.506.7296, Jared.Padgett@pepperdine.edu)
 - e. Fliers – DO NOT tape fliers to walls/doors without approval
 - f. TWEN student groups – utilize student group email lists
 - g. Email professors to encourage class member attendance
 - h. Town Crier – usher people in the atrium to the event 15 minutes before start time (It really works!)
4. Week of the Event
 - a. Work with Lorraine Grossman (310.506.4623, Lorraine.Grossman@pepperdine.edu) to remind the professor occupying the classroom right before the event that the event will follow their class.
 - b. Send a reminder email to guests with all relevant information (location, time, parking instructions, etc.)
 - c. Follow up with caterers, set-up crew, A/V set-up
 - d. If a guest speaker will be present, have a “thank-you” gift ready
5. Day of the Event
 - a. Arrive early, prepared! (Remind the professor, set-up the food)
 - b. Make sure the room is set-up
6. Following the Event
 - a. **CLEAN UP! Remove trash from the room.**
 - b. Follow-up with your guests