

Checklist for *Meeting with Success* Workshops

Description of Event: The Office of Event Management is responsible for facilitating the majority of events that take place at Hofstra, during the Academic year and the Summer Conference season. Faculty, staff and students work with Event Management staff to reserve space, arrange furnishings and audio visual equipment, and to make arrangements with other campus service providers. The goal of these workshops was to provide consulting to event planners, outside of the confines of offices, and to introduce the concept of event planning and Event Management staff. Desired outcome is better managed and planned events, and increased number of events.

Timeline:

Mid December- Determine format of event after consultation with others in our department and interviews with students and faculty/staff members.

Early January- Met with Library staff to determine feasibility (initial plan involved computer access for attendees, with appropriate access to white boards/ lighting/ projection and computer network) of rooms for workshops, visited labs and scheduled available rooms

Mid January- Began to define program, create task list in Excel, determined dates based on class schedule and monthly format

Late January- Update of materials, copying and creation of workbooks, ordering of food, decorations, signs, on-line invitation, production and distribution of flyers, announcements via Hofstra Times, Hofstra Pride newsletter

Vendors used:

Partytime Party Supplies- Front Street, Uniondale, Balloons 1x time per month.

Costco- Non-perishable snack and drinks

Rapid Express Office Supplies- 1.5 " Hardcover blue looseleaf notebooks, white mailing labels

Great American Supplies- Gold labels

1. TYPES OF WORKSHOPS

Mini-sessions

In the Student Center Atrium Wednesdays, 10am to 2pm

February 4, March 9 and April 6, one week prior to workshop sessions

***Meeting with Success* Workshops**

In the Axinn Library Computer Labs (231 McGraw-Hill Lab) Wednesdays 11:15am-12:30pm.

February 9, February 16, March 16, April 13 and May 18 from 11:15-12:30pm

- a. Table coverings and skirts (blue) for tables. Used cloths from Office of Event Management.
- b. Easels and signs. Placed signs on first and second floor of library and one in Atrium. Used copy of Flyer listing all dates, beginning January 31 in

the Student Center Atrium, Bits and Bytes Cafeteria, and outer foyer of Axinn Library.

- c. Blue and White Balloons – Sandy’s Party Supplies. Picked up same day. Cash from Petty cash disbursement.
- d. Sign-up Sheets and Sign-in Sheets- for pre-registration and attendance records.
- e. Prizes- \$50.00 gift certificates (2) for all attendees, prize chosen after the last event.
- f. Sample copy of “workbook” binder
- g. CD of PowerPoint “How to plan an event at Hofstra University” (also hosted on the department website)

2. Workbooks for the *Meeting with Success* Sessions include

- h. Table of contents
- i. Guidelines for scheduling events
- j. Labels for the binders
 - i. Use business card on inside cover, plain blank mailing label on outside top right, gold Hofstra University sticker (seal) on notebook.
- k. Copy of the latest *Eye on Events* newsletter
- l. Copies of Student Organization Reservation Request, Room Capacities Chart, Meeting Facilities with Diagrams, Guidelines for Planning Events at Hofstra, Event Planning Checklist
- m. List of important telephone numbers (include purpose, contact info)
 - i. Event Management Administrators and other Managers on campus
 - ii. Audio Visual
 - iii. Hofstra Dining Services
 - iv. Student Activities

- 2. Hofstra Chronicle- Article about workshops and advertisement
- 3. Office of Student Activities Voicemails (to resident students) - to be completed Monday and Wednesday by 12 noon. Use February 7, March 14, and April 11.

SUMMARY

TO DO ITEMS

- ___ Input from potential participants
- ___ Input from staff members
- ___ Coordinate information to be presented
- ___ Determine format for event
- ___ Choose appropriate room space
- ___ Decide on dates, times, and number of presentations
- ___ Promote event
 - Hofstra Chronicle
 - Flyers (2- for students, and for University wide)
 - Office of Student Activities voicemail

- HOFNEWS Information System for faculty/ staff
- Post flyers in Student Center on tack strips, in Classroom buildings on department bulletin boards, in Residential Buildings (via Residential Life Assistant Directors/ Resident Assistants one per floor)
- Set up info/ mini-sessions in Student Center Atrium (balloons, table skirt/cloth/ newsletters, Hofstra Pride Articles, flyers for newsletter, flyers for workshops, scissor, tape, pens, business cards)

___ Build Workbooks which should serve as resource describing available services

___ Order food

___ Make signs

___ Purchase Balloons

___ Order TV/VCR for Atrium

___ Sign up cards and confirmation (use Business Card) for sign up in Atrium

___ Reserve department computer, have cords available for internet and projection

___ Reserve table cover/skirt (for Atrium mini-sessions)

___ Arrange for set of computer, projection system for session 30 minutes prior

___ Greeting of guests, sign in sheets