

### Sample Fall Open House Event Checklist

Action	Category	Requested	Confirmed/Received	Notes
Ambassador Tours	Campus Tours			
Bio Tour	Campus Tours			
Chemistry Tour	Campus Tours			
Early Bird Tours	Campus Tours			
Order Atrium Tour Sign	Campus Tours			
Physics/Astronomy Tour	Campus Tours			
Request Alumni Reception	Campus Tours			
Request Alumni Volunteers for Atrium	Campus Tours			
Request Pep Band /Kate&Willy for Arena	CI Entertainment			
Arena Signage	CI Materials			
Order Alumni Ribbons	CI Materials			
Order Clipboards	CI Materials			
Order Giveaways	CI Materials			
Order Staff Ribbons	CI Materials			
Prepare Publications to be Distributed	CI Materials			
Print Program	CI Materials			
Print Registration Cards	CI Materials			
Table Banners for Check-in (4)	CI Materials			
Create Signage for Classrooms	Faculty Kits			
Order Dry Erase Markers	Faculty Kits			
Prepare Faculty Kits	Faculty Kits			
Print Nametags	Faculty Kits			
Print Session Attendance Forms	Faculty Kits			
Arena Breakfast	Lackmann			
Arena Greenroom Breakfast	Lackmann			
Arena Staff Breakfast	Lackmann			
Bus Driver Boxed Lunches	Lackmann			
HCLAS Lunch	Lackmann			
Meal Tickets	Lackmann			

Multipurpose Room Snacks	Lackmann			
New College Lunch	Lackmann			
Order Linen	Lackmann			
Res.Hall Boxed Lunches	Lackmann			
School of Business Lunch	Lackmann			
School of Communication Lunch	Lackmann			
School of Education Lunch	Lackmann			
Staff Lunch	Lackmann			
Student Highlights Lunch	Lackmann			
Table Banner for Late Check-in (1)	Late Check In Materials			
Request Arena Space	Logistics			
Request Bookstore Hours/Coupon	Logistics			
Request Classroom Space	Logistics			
Request Dining Services Hours/Coupon	Logistics			
Request Playhouse Space	Logistics			
Request Port	Logistics			
Request STC Space	Logistics			
Specs-Arena	Logistics			
Specs-Ed Scanlan	Logistics			
Specs-Event Management	Logistics			
Specs-Media Services(Check Existing Room Equipment)	Logistics			
Specs-Playhouse	Logistics			
Order Balloons	Misc.			
Order Walkies from Bearcom	Misc.			
Return Walkies to Bearcom	Misc.			
Distribute Programs to Staff	Operations			
Schedule Ambassador Review Meeting	Operations			

Schedule Campus Operations Meeting	Operations			
Schedule Clerical Review Meeting	Operations			
Schedule Staff Review Meeting	Operations			
Send Ken Tyler Res.Hall Building/Room List for Cleaning	Plant			
Send Ken Tyler Sessions Building/Room List for Cleaning	Plant			
Enter Attendees into Banner	Post-Event			
Thank you e-mail to all Attendees with Survey Link	Post-Event			
Thank you e-mail to all HU Participants	Post-Event			
Web Post Event Survey	Post-Event			
Atrium Marquee	Promotions			
Atrium Signage	Promotions			
Hofstra News Message	Promotions			
Home Page Placement	Promotions			
Invite E-mail 1	Promotions			
Invite E-mail 2	Promotions			
Invite E-mail 3	Promotions			
Invite Mailing 1	Promotions			
Invite Mailing 2	Promotions			
Invite Mailing 3	Promotions			
Newspaper advertising	Promotions			
Order High School Posters	Promotions			
Order Invitation	Promotions			
Portal Message	Promotions			
Post Event on Web	Promotions			
Post Program on Web	Promotions			
Poster Mailing	Promotions			
R.S.V.P. E-mail	Promotions			
Radio advertising	Promotions			
Request Res.Life Rooms	Res.Tours			

Arrange for Card Swipe CV Starr, Hagedorn, Res.Halls	Security			
Signage Requests to Public Safety	Security			
Faculty Assistance	Sessions			
Faculty Reminder E-mail	Sessions			
Faculty Room Assignments	Sessions			
Student Org. Letters for Student Highlights Show	Sessions			
Arena Speaker - Provost	Speaker			
Arena Speaker- Alumni	Speaker			
Arena Speaker- President	Speaker			
Student Services Reminder E-mail	SS Fair			
Student Services Room Assignments	SS Fair			
Student Services Assistance	SS Fair			
Admissions Materials for SS Fair 1	SS Fair Materials			
Admissions Materials for SS Fair 2	SS Fair Materials			
Student Services 1 Fair Signage	SS Fair Materials			
Student Services 2 Fair Signage	SS Fair Materials			
Clerical Participation	Staffing		X	
Internal Agenda	Staffing			
Student Aide Participation	Staffing			
CV Starr/Hagedorn Computer Techs	Tech Support			
Order (6) Buses for Loop	Transportation			
Move Materials to Arena	Work Order			
Move Materials to STC	Work Order			
Work Order Arena Sign	Work Order			

Work Order Atrium Sign	Work Order			
Work Order to Move from Arena to Admissions	Work Order			
Work Order to Move from STC to Admissions	Work Order			