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