



Iliff Event Planning Checklist

The Event Manager will be present for all campus and rental events that require audio, large-scale zoom/filming or other professional event management oversight. Duties include but are not limited to all property room key assists, immediate furniture adjustments, immediate audio, and video assistance.

Under normal circumstances, it is not possible for the Event Manager to depart the keynote room once the room is occupied by organizers and attendees. The Event Manager will remain with guests in the Keynote room to make sure the room is ready when the event begins and to ensure furniture and technology items are not moved or altered in any way in keeping with our [Event Policy section 3](#)

It is recommended that Iliff event organizers provide their department staff or volunteers if the following are expected:

- Does my event have general-public guests attending?
- Do the front doors need to be programmed open, if so, at what times?
- Does my event require a Lobby greeter/host/usher?
- Does my event have any VIP's attending (politicians, book authors, etc.)?
- Does the VIP require a greenroom/dressing room or have a rider?
- Has the organizer checked with Jason Warr to see if Security is necessary?
- Does my event have any paid vendors/contractors attending (musicians/performers, bartending, catering, furniture/tent rental etc.)?
- Does my event require someone to meet with and/or sign payment for vendor/contractors?
- Does my event require on-site Facilities staff? (Example: sprinkler control, outdoor power/access to breaker panels for potluck events etc.).
- Does my event require linen? (All linens for food must be purchased by organizer).
- Does my event require on-site Support staff? (Example: special last minute zoom permissions, known Wi-Fi or server outage control etc.).
- Does my event require Custodial service? (Large amount of restroom volume or trash expected this can be a long events like all-day conferences or events with large amounts of trash expected etc.). **Notify Facilities two-weeks prior to event so they may schedule third party Custodial staff.**
- Identify the person responsible for cleanup after your event.

If any of the above are true, then plan on having your department recruit and assign volunteers to help ensure the success of the event. Please notify the Event Manager of the volunteer cell phone list so he can schedule a pre-event meeting to discuss logistics prior to the guest and catering staff arrival time the day of the event. Pre-event meetings are held at the Lobby registration desk at staff call time prior to vendors and guests' arrival.