

EVENT CHECKLIST

1. Generate Event Idea

- Event Name: _____
- Event Purpose: _____
- Expected Attendance: _____
 - % of: MBA _____ Langone _____ MBA2 _____ Alumni _____
- Proposed Date/Time: _____
- Ensure your date & time do not conflict with:

<input type="checkbox"/> Other Club Events (CampusGroups Calendar)	<input type="checkbox"/> Academic Conflicts (i.e., Finals)
<input type="checkbox"/> Mandatory OCD events	<input type="checkbox"/> Holidays
<input type="checkbox"/> Dean's Office events	<input type="checkbox"/> Popular courses (i.e. Exams, Review Sessions)
<input type="checkbox"/> MBA1 Block Time (Mondays, noon-1:20pm)	<input type="checkbox"/> Alumni events (only if you are including alumni)
- Please note any potential date/time conflicts: _____
- Please make appropriate Administrative Offices aware of your event, especially for those including high profile speakers and alumni.
- Who will be making the intro for high profile speakers?

2. Choose Venue (check one)

- Free at Stern (excluding catering and some Audio/Visual Equipment)
 - Attendees must be 50% Stern
 - If serving alcohol, only rooms 11-75,11-185, 5-50, 1-100, and Patron's Lobby (book by reserving Paulson, room UC-50 in the online reservation system) can be used
- At Cost
 - Non-NYU Venue
 - NYU Kimmel (Additional Media Fees May Apply) – **FILLS QUICKLY SO RESERVE EARLY**
 - NYU Skirball Theater (Additional Room & Media Fees May Apply)
 - Sports Fields

On-Campus

2 Months Pre-Event

1. Reserve Room (Last minute requests cannot always be accommodated)
 - Submit [Request Event Space Services](#) form
 - Submitted?
 - Confirmed?
 - **Have confirmation before promoting an event or completing any of the steps below**
2. Meet with Office of Student Engagement
 - **Bring this Checklist (front and back completed)**

Immediately following Room Reservation Confirmation

1. Submit [SERF](#): details on page 2
 - Required for all events needing catering and/or room setup: rooms 11-75, 11-185, 5-50, 1-100 need specific set up instructions
2. Submit [Media Request Form](#) : details on page 2
 - Required for all audio/visual and microphone setups
 - Required for computer setups in rooms without computer/projector
 - Paulson requires special Audio/Visual staff – may cost additional \$
3. **Confirm Logistics with Office of Student Engagement**

Day of Event

1. Morning of: Send list of attendees to students@stern.nyu.edu for security
2. After event: leave all media in event location

2 Weeks Post-Event

1. Debrief Club and Office of Student Engagement

Off-Campus

3 Months Pre-Event

1. Obtain/Submit the following (for expenses \$1,000+):

<input type="checkbox"/> Contract	<input type="checkbox"/> Insurance Information
<input type="checkbox"/> Invoice	<input type="checkbox"/> Supplier Form
2. Meet with Office of Student Engagement: OSE cannot sign contracts or supply deposits. This process can take up to 4 weeks once docs supplied.
 - **Bring this Checklist**
 - **Bring Documents Listed Above**

2 Weeks Post-Event

1. Debrief Club and Office of Student Engagement

SERF (On-Campus events)

- Set up details to consider in the SERF: how many attendees, how many chairs audience style, how many tables (large seated rounds or tall “airport” tables for reception), plastic or linen table cloths, how many seats at panel table, how many tables for food and drink
- Catering requests must be submitted at least **two weeks in advance**
- Customized menus for student clubs: if club is paying for the event, order food through SERF form. If sponsor is paying for the event, they must contact the caterer directly. Students should NOT contact caterers directly. Contact details provided by OSE.
- Expenses include:
 - Food
 - Beverage
 - Rentals: linens incur extra cost (about \$20 per table cloth)
 - Staff
- Will alcohol be served? _____
If yes:
 - Alcohol must be ordered through NYU-approved caterers and a server is required
 - Food must be served, either ordered through NYU catering or brought in drop off service
- Clubs will be charged at **full cost** for late cancellations

MEDIA (On-Campus Events)

- Media requests must be submitted at least **two weeks in advance**
 - Any request submitted within 72 hours is considered late and cannot be guaranteed.
- The following is subject to change as classroom technology is updated, but please use as a reference:

Room	# of Microphones	Type of microphone combination
KMC 1–70	6	any combination of hand–held or wireless lapel to a maximum number of 6 mics
KMC 2–60	5	limited to 3 lapels and 2 handhelds
Gardner Commons	4, and podium mic	any combination of hand–held or wireless lapel to a maximum number of 4 mics, and a podium mic
Abbe Bogen Faculty Lounge	4	any combination of hand–held or wireless lapel to a maximum number of 4 mics
Cantor Board Room	4, and podium mic	any combination of hand–held or wireless lapel to a maximum number of 4 mics, and a podium Mic
KMC 5–50	4, and podium mic	any combination of hand–held or wireless lapel to a maximum number of 4 mics, and a podium Mic
Schimmel (UC–50)	8, and podium mic	any combination of hand–held or wireless lapel to a maximum number of 8 mics, and a podium Mic

The Rooms below can only handle 2 wireless lapel mics.

UC–4, UC –15, UC – 19, UC – 21, T-201, T-200, 2-70, 2-90, 3-50, 3-55, 4-90

The Rooms below are not set up for microphones

5–75, 5–80, 5–85, 5–90

***Rooms that are not on this list are only wired for one wireless lapel microphone.**

All classrooms come equipped with a podium PC and projector; special event rooms require a projector & laptop (provided by Stern or client) to be requested. **Also, be aware that due to high demand during the academic year, equipment may not always be available for these rooms.** We advise that you submit your media requests at least **two–weeks in advance** to avoid any last minute complications.

ECHO Recording/Video Streaming

All classrooms with the exception of KMC 4-50 have an Echo for recording events.

-Please note that Paulson Auditorium & KMC 2-60 need a microphone in order to capture audio in those rooms.