Faculty of Social Sciences
Event Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Person Responsible** | **Date Required** | **Done** **(**✔**)** | **Comment** |
| **FINANCING** |
| See the Research Administrative Officer (Office of the Vice-Dean Research) if you have outside financing OR for faculty financing opportunities such as:* [Conferences / Workshops on Campus](http://socialsciences.uottawa.ca/research/conferencesworkshops-campus)
* [Major Academic Conferences on Campus](http://socialsciences.uottawa.ca/research/major-academic-conferences-campus)
 |  |  |  |  |
| See your Academic Unit coordinator is your financing is provided by Academic Unit. |  |  |  |  |
| **DATE** |
| Determine date. |  |  |  |  |
| Inform key Faculty of Social Sciences and uOttawa people (and their secretaries) of date and nature of event. |  |  |  |  |
| **ROOM** |
| Find and book room – [see section for room reservations for options and how to reserve](https://socialsciences.uottawa.ca/marketing/events/room-reservations). |  |  |  |  |
| **EQUIPMENT** |
| Reserve through Conventions and Reservations. |  |  |  |  |
| Sound: make sure there’s a sound system (check number of mikes needed), with audio-feed box for media outlets. |  |  |  |  |
| Lights |  |  |  |  |
| Curtains / backdrop |  |  |  |  |
| Easels |  |  |  |  |
| Order food and beverages. (Ask for VIP if important guests are coming.) There are no restrictions for caterers in the Social Sciences Building. There might be restrictions elsewhere on campus. |  |  |  |  |
| Risers |  |  |  |  |
| Audio-visual equipment (projector, etc.) |  |  |  |  |
| Tables and chairs and floor plan (guest tables, panellist table, registration table, etc.) |  |  |  |  |
| Table cloths, table skirts |  |  |  |  |
| Arrange for reserved seating if necessary (for speakers). |  |  |  |  |
| Podium  |  |  |  |  |
| Flags (UO, Canada, province[s], etc.) if needed |  |  |  |  |
| Make arrangements if needed to put up banners, or posters, or any other props. |  |  |  |  |
| Reserve Faculty identification (backdrop, roll-up or other) with Marketing and Communication team |  |  |  |  |
| Activate WIFI guOttawa |  |  |  |  |
| **PROGRAMME** |
| Draft scenario, or collaborate in drafting scenario if it’s a joint event with other institution, minister’s office, etc. |  |  |  |  |
| Circulate scenario to key people involved for information and comments; make sure the UO or Faculty rep involved in the event sees and approves it. |  |  |  |  |
| Identify MC for event. |  |  |  |  |
| **INVITATIONS** |
| Draft invitation card / letter; contact graphic designer, allowing adequate time for the entire process (editing, layout, printing, distribution, and reply) since VIPs are busy and require maximum notice of an event. |  |  |  |  |
| [Prepare a RSVP webpage with the Faculty of Social Sciences.](https://socialsciences.uottawa.ca/marketing/events/online-rsvp-and-payment) |  |  |  |  |
| Provide copy for editing and proofreading.Get text approved UO official representative at the event.Consult graphic designer for layout, and reproduction. |  |  |  |  |
| Draw guest list – check with key UO/Faculty people as to whom should be invited both internally and externally. |  |  |  |  |
| Arrange for mailing or emailing of invitations. |  |  |  |  |
| Arrange for RSVP person to compile responses to invitation. |  |  |  |  |
| Prepare name tags and kit folder (program, notepads, pen, etc.) |  |  |  |  |
| Make list of guests coming to event for key UO/FSS people. |  |  |  |  |
| **PROMOTION** |
| uOcal calendar, website, TV screens ad, newsletter, etc. |  |  |  |  |
| Contact [uOttawa Media Relation Office](http://medias.uottawa.ca/) to discuss strategies, release and media advisory |  |  |  |  |
| **SPEECHES** |
| Check who will need speech notes. Inform speech writer; provide speech writer with materials if necessary or available. |  |  |  |  |
| Arrange for speech notes to be written, then approved by MCS and speaker. |  |  |  |  |
| **PARKING AND TRAFFIC** |
| See [Parking section of website](https://socialsciences.uottawa.ca/marketing/events/parking) to make sure that guests, especially media, do not get tickets. |  |  |  |  |
| **ACCOMODATION** |  |  |  |  |
| See [Housing Service website](https://www.uottawa.ca/housing/short-term) for short term accommodation |  |  |  |  |