



RIDER
UNIVERSITY

Lawrenceville Campus Event Planning Checklist

Rider's many experienced and knowledgeable event resources can assist with all stages of your event planning. Use this checklist as a helpful guide in your event planning. See additional information and resources on the Campus Event Planning webpage

<http://www.rider.edu/offices-services/auxiliary-services/campus-event-planning>

1. **Auxiliary Services** - Reserve the room(s) / location (s) x5326 Scheduling, x7709 Set Ups

Check availability and reserve the space on 25Live scheduling software

<https://25live.collegenet.com/rider> Use the resources section to provide:

- ☐ Room set up instructions and/or diagram including tables and chairs for seating, buffet tables, podium, staging, coat racks, etc.
- ☐ Media Services request
- ☐ Alcohol Compliance Form
- ☐ Listing event on web calendar

2. **Aramark** - catering needs x5274

- ☐ Submit food order online through CaterTrax www.rider.catertrax.com.
- ☐ Linen order is placed with food order
- ☐ Receive confirmation of the food order from Aramark

3. **Facilities** x5080

- ☐ If the event will be outside, contact for landscaping/clean up.
- ☐ Contact facilities if additional electricity is required.
- ☐ Cushman Wakefield (formerly Unico) provides campus cleaning needs 895-5493

4. **OIT Media Services**— Technology needs - Contact OIT Media Services x7375 or x3000 to arrange the technology set up. Consider if you'll need:

- ☐ Microphone (mic on podium set up, wireless or handheld)
- ☐ Speakers
- ☐ Computer
- ☐ Internet connection
- ☐ Projection screen and projector
- ☐ Conference call capability

5. **Transportation** x7168

- ☐ Chartered travel must be booked through Stout's Transportation
- ☐ Waiver and Assumption of Risk Forms must be completed for all off campus travel
<http://www.rider.edu/offices-services/auxiliary-services/transportation>

6. Flowers

- ☐ Contact local florist to arrange. (Used often by Rider: Joan at Willis Greenhouse at 609-771-6690, or Barbara at The Flower Shop at Pennington Market at 609-737-7630.)
- ☐ Purchase cut flowers inexpensively and create arrangements.
- ☐ Consider the color of the linens reserved through Aramark when selecting floral colors (if necessary).

7. Invitations

- ☐ Prepare the mailing list
- ☐ Prepare the invitation, include an RSVP
- ☐ Mail/email the invitation (4-6 weeks in advance)
- ☐ Confirm attendance and prepare nametags if needed

8. Inviting the President or Provost

- ☐ Complete appropriate request form and return to President's/Provost's Office.
- ☐ Provide speaking points

9. Public Safety – Contact x 5029 to discuss:

- ☐ Parking for large crowds
- ☐ Reserved parking for special needs or high profile guests
- ☐ Public Safety officer assistance

10. Promotion - Contact University Communications at x5192 or Collegiate Press at x5031 if you'll need:

- ☐ Assistance in designing promotional materials
- ☐ Signs
- ☐ Photographer
- ☐ University Communications staff to write a story
- ☐ Rider banner (reserve banner and also put in a Facilities work order to arrange for hanging)
- ☐ Don't overlook using social media

11. Think Green – Be sustainable in your event planning:

- ☐ Reuse event supplies such as signs, name badge holders, etc.
- ☐ Share event resources with other events happening the same week
- ☐ Borrow event resources already owned (listed in the Event Resources Sharing List)