

Offsite Event Facilitation Checklist

This checklist is to be used by the facilitator of an offsite event to verify logistics planning and coordination. It is the responsibility of the facilitator to manage all processes and communication. Offsite event facilitation meetings need to include the Director of Exhibit Services and the Director of Facilities.

Venue Basics	
	Location/Address
	Size of space for display/exhibition
	Floor plan available?
	Available walls
	Available lighting
	Available technology
	Tables/pedestals available
	Waste baskets and coat racks available
	Pipe and drape available
	Chairs available
	Elevator size limits (if applicable)
	Insurance Coverage/Liability - see Note A
	Are tickets being sold? Is liquor being served? - see Note B

Event Signage/Advertising	
	Person responsible - see Note C
	CCS Signage
	Nicely printed work tags for exhibited pieces
	Event Posters
	Budget for printing/advertising
	Flat Screens (if applicable)
	CCS Website (if applicable)
	Weekly Student Email (if applicable)
	Public Relations Assistance Request
	Collateral (brochures, etc.) available (if applicable) - see Note D

Set Up	
	Access
	Parking passes
	Loading dock and location
	Security Protocol (x-rays, etc.)

Set Up (continued)	
	Reservation of walls (if applicable)
	Reservation of technology (if applicable)
	Reservation of directional lighting (if applicable)
	Reservation of pedestals and vitrines (if applicable)
	Date(s)/Time(s) for lighting, wall, pedestal and vitrine preparation
	Date(s)/Time(s) for collecting work (must be tagged for ease of ID)
	Date(s)/Time(s) for packing work, walls, technology, etc.
	Date(s)/Time(s) for transport - see Note E
	Date(s)/Time(s) for unloading work, assembly, and set up
	Will a truck need to be rented for transport?
	Will additional staff need to be hired for set up/prep work?
	Budget for truck rental and set up staffing (if applicable)

Exhibit/Event Duration	
	Access
	Parking passes
	CCS invited representatives
	Date(s) of exhibit
	Time(s) of related special events (opening, presentations, etc.)
	Does the booth require staffing? Who and when?

Take Down	
	Tear down date(s) and time(s)
	Access
	Parking passes
	Date(s)/Time(s) for packing work, lighting, walls, technology, pedestals, etc.
	Date(s)/Time(s) for transport
	Date(s)/Time(s) for unloading and delivering work, etc. to home offices
	Will a truck need to be rented for transport?
	Will additional staff need to be hired for take down?
	Budget for truck rental and take down staffing

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Note A: Insurance requirements need to be reviewed by the Facilities Office. Most offsite venues require certificate of insurance forms from the College and corresponding proof of insurance for general liability and property, etc. Workers' compensation insurance and proof of coverage for the College is handled through Human Resources and may be requested by the outside group. If College assets are being used offsite, a list of gear and security precautions should be provided to the Facilities Office so that they might verify property coverages.

Note B: There is a different set of approvals necessary if an event is selling tickets or providing liquor. Possible Officer and Board approval would be required.

Note C: If marketing assistance will be needed, the Director of Marketing and Communication should be invited to the meeting.

Note D: Admissions should be notified of the event in case they wish to send a representative or materials.

Note E: Facilities staff would provide support on a limited basis (based on availability) and would transport only College assets to an event (no art). Facilities staff would not work in venues owned by others due to liability concerns. Most set-up/transport aid would be provided by Exhibit Services.
