

Event Planning Checklist

Building & Room: _____
Start time: _____
Session Leader: _____

Date: _____
End Time: _____

TASK

CHECK

Book space

Have I sent a request to book the space _____

Have I received confirmation that the event space is booked? _____

Order Furniture (if required)

Have arrangements been made for the following? _____

Podium, microphone, speakers – contact Instructional Support
at class@dal.ca or call 494-1290 _____

Tables – contact Building Services at building.medicine@dal.ca
or call 494-2222 _____

Large Amount of Seating/Chairs – contact Dalhousie Trucking,
Facilities Management via a FAMIS request. _____

Access – Evening / weekend

Dalhousie participants – send reminder to participants to bring
their Dalhousie ID as after-hours sign-in procedures apply _____

Non-Dalhousie attendees – (make arrangements for someone to
sign-in the non-Dalhousie attendees at the Security Desk) _____

Event attended by the General Public - Attendant required/contact
Facilities through FAMIS. See your administrator or the Building
Services Office at building.medicine@dal.ca to assist with the
FAMIS request. _____

Have I ensured that the attendees have card access to locked
Meeting rooms or elevator access to upper floors in Tupper,
if required. _____

TASK

CHECK

Food/Drink

Has the caterer been contacted?

If the event is after-hours arrange for an attendee to meet caterer at the Security Desk and sign in the caterer. Person sign in for caterer is responsible for the caterer while on site.

Arrange for custodial services to clean up after the event.

A FAMIS request to Facilities Management with an account number is required. Custodial Services will only charge for time if the time is outside normal operations or outside regular service. Use your department ORG and ACCT 8746 Custodial Internal Expense.

If alcohol is being served, a Liquor License has been obtained through Bar Services. Contact Greg Wright Bar Services 494-6891 greg.wright@dal.ca

Security

If alcohol is being served and the event is a student lead event has a security officer been requested?

A FAMIS request to Facilities Management with account number is required. Use your department ORG and ACCT 8744 Security Internal Expense. Requests must be submitted three business days before the event otherwise overtime charges may apply. Minimum four hours charged per event.

The event is attended by the general public therefore I have ordered a Building Attendant

The event requires a change in the hours that the building is open. Have I contacted Building Services and made arrangements for a Building Attendant?

Notes
