

# Salem State Campus Events Planning Checklist

This checklist can be used as a guide to help ensure that your event at Salem State College is a success.

Name of Event: \_\_\_\_\_

Day & Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Projected Time to Begin Set-In: \_\_\_\_\_ Projected Time to Begin Break-Down: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Please be advised that you should allow 4-6 weeks lead time for all tasks and needs below.

Before you begin determine:

- The layout of your room(s) and preferred location for your meeting/event
- The furnishings needed (tables, chairs, registration tables, podium, flowers, etc.)
- Your AV and IT needs
- A detailed time schedule of your event, including set-in and break-down
- Your food and beverage needs
- Whether overnight accommodations are needed

**Highlighted sections are required for each event!**

Tasks and Needs	Contact Information Links to Forms	Notes	Completed
<b>Location reserved and confirmed</b>	<a href="http://www.salemstate.edu/faculty-staff/8851.php">http://www.salemstate.edu/faculty-staff/8851.php</a>		
<b style="background-color: #fff9c4;">If you are using a room on campus you need to contact Facilities:</b> <ul style="list-style-type: none"> <li>• Access to building and rooms</li> <li>• Heating and air conditioning requirements</li> <li>• To confirm electrical capacity</li> <li>• To discuss cleaning prior to and following event</li> <li>• To get approval for set-up (including tables and chairs) and capacity during event</li> <li>• To inquire about facilities support</li> </ul>	Sarah Ascolese at 978.542.4357 <a href="http://www.salemstate.edu/facilities/8579.php">http://www.salemstate.edu/facilities/8579.php</a>		
<b style="background-color: #fff9c4;">If you are having food or refreshments you need to contact Chartwells*</b> (including linens)	Connie Conte and Jim Caldarelli at 978.542.6444 <a href="https://salemstate.catertrax.com">https://salemstate.catertrax.com</a>		
<b style="background-color: #fff9c4;">If you have audio/visual needs contact Media Services</b> for (e.g., microphone, sound system, projector, screen, video, PowerPoint, etc.)	Jay Catoggio in ITS, Media Services at 978.542.6260 <a href="http://www.salemstate.edu/5250.php">http://www.salemstate.edu/5250.php</a>		
<b style="background-color: #fff9c4;">Contact Campus Police for:</b> <ul style="list-style-type: none"> <li>• Parking needs</li> <li>• Traffic issues</li> <li>• Security needs</li> <li>• To inquire about Police support</li> </ul>	Maryann Davey at 978.542.6511 <a href="http://www.salemstate.edu/401.php">http://www.salemstate.edu/401.php</a>		

Contact Camelot Tents & Special Events* for rental needs beyond what the College can provide (specialty tables, chairs, stage, pipe and drape, rope and stanchion, etc.)	Joanne DiGiacamo and Mark Saponaro at 781.246.0101 <a href="http://www.camelotspecialevnts.com">www.camelotspecialevnts.com</a>		
Contact ADEPT Program, Counseling & Health Services, for permission to serve/sell alcohol	978.542.6148 <a href="http://www.salemstate.edu/chs/adept.php">http://www.salemstate.edu/chs/adept.php</a>		
Contact North Shore Fruit Basket* for floral arrangements or balloons	Darlene Gallien at 978.745.6967 <a href="http://www.fruitnflowers.com">www.fruitnflowers.com</a>		

\* Salem State College contracted vendor. You are required to use these vendors to fulfill your events needs.

#### Other Elements to Keep in Mind:

- Budget
- Inclement Weather Date/Location
- Invitations (Design and text must be approved by Marketing & Communications)
- Directions
- Marketing & Publicity (Must be coordinated through and approved by Marketing & Communications)
- Signage (Design and text must be approved by Marketing & Communications)
- Contracts (Must be approved and signed by the Vice President for Finance & Administration)
- Accommodations for Speakers/Performers
- Directions for Guests
- Accessibility Issues
- Volunteers