

SLLC EVENT PLANNING

Tip sheet and Checklist

The School of Languages, Literatures, and Cultures prides itself on establishing, maintaining, and encouraging a rich array of activities that support instruction, disseminate research findings, promote dialogue, enhance a sense of community, appreciate diversity, and honor tradition. The purpose of this tip sheet is to assist members of the School in planning successful events and programs. The procedures are designed to facilitate the event planning process, comply with University policies and procedures, and ensure the safety and well being of the members of the campus community and their guests.

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| EVENT TITLE: |
| DATE & TIME: |
| EVENT COORDINATOR: |

Event Coordinator

Every event must have a designated *coordinator* who will be responsible for **ALL** organizational details related to the activity. This individual must understand and complete the following checklist & sign the space reservation forms stating that she/he understands her/his responsibilities and has completed the preplanning necessary to ensure the success of the event.

BEFORE EVENT

- If SLLC funds are desired, submit a proposal, including itemized budget, to Dr. Mike Long. If cost-sharing is available from a department chair or another campus unit, include documentation (email for example).
- Book your space. There are approximately 475 registered student organizations and many University departments and off-campus groups that compete for event space throughout the year. To ensure space for your event, you are encouraged to make your reservations well in advance. Use of some campus space requires room rental fees, so don't forget to budget for space. Cost varies depending upon space and event – see price list located in the Campus Reservations Office in the Student Union. <http://www.union.umd.edu/reservations/>
- Complete SPACE RESERVATION forms as needed. For a classroom or conference room in Jiménez, contact the Undergraduate Office. For use of Language House, contact Dr. Phoenix Liu. If your budget includes funds for room rental, contact the Adele H. Stamp Union. <http://www.union.umd.edu/reservations/>
- Planning to offer honoraria to an off-campus guest speaker? See Mildred Yen early in the planning process to confirm process and campus regulations, especially for speakers from abroad
- Thinking of offering honoraria to on-campus speakers? See Dr. Pierre Verdaguer to begin the overload request process.
- Ordering refreshments? Make an appointment with Laura Glockner to review options. Please note that event coordinators are required to ensure that the off-campus caterers completely clean

any and all areas used for both the staging and serving of the event meal. All equipment and leftover food must be removed and properly disposed of immediately following the event. Any damages or additional housekeeping duties that are a result of the catered event may be billed back to the event sponsor. When using an off-campus caterer, campus regulations prohibit the selling of food on-site. Any event that requires the service of alcoholic beverages MUST use campus catering only as they hold the liquor permit for the university.

- Have you invited out-of-town guests to participate in the event? Please see Laura Glockner to coordinate travel reservations and hotel accommodations.
- Making arrangements for AV or computing equipment? Contact Jeff Maurer to make reservations and learn how to use the equipment. The inventory is limited so you may have to contract with an outside vendor and pay accordingly.
- To reserve PC or Macintosh laptop, LCD projector with ARHU Classroom Support at x50830 (An internet connection is available in the LH Multipurpose room). They will only provide equipment for CLASSROOM use. LMS occasionally has laptops & projectors available.
- Want to publicize your event? Make an appointment with Janel Brennan to discuss possibilities. All events funded wholly or in part by the SLLC must so identify on all publicity. Please also use our **SLLC Event Promotions form** (www.languages.umd.edu/intranet/eventform2.php).
- Schedule assistants from your program to post fliers on campus bulletin boards, which are available for the use of the campus community to advertise on-campus events. For example, **outdoor kiosks** are located throughout campus to advertise programs and events. The Department of Facilities Management maintains all kiosks, and their staff will remove and discard any outdated materials and any posters and flyers that do not adhere to the campus advertising policy. **General bulletin boards** in campus buildings are also available. Finally, **flyer display cases** (glass enclosed and locked) are located on the ground floor of the Jiménez. See Ida Seibert. Display cases are also located in the Stamp Student Union. One flyer per event is permitted. Maximum size for a flyer/poster is 8 ½" x 14". Flyers can be submitted up to two weeks prior to the event date
- Assign someone from your department to monitor equipment and the event, and to take digital photos. Don't forget to reserve the camera in advance through Janel. Mildred may also be able to assign one of the SLLC's FWS students, if available, to provide support during the event.
- Check with your various SLLC and/or campus contacts a week prior to your event to review event logistics including business arrangements for speakers, last-minute publicity, room set-up and AV needs, and so forth.

AFTER EVENT

- Clean and return space to its original condition. Fulfill other space usage requirements.
- Send a write-up of the event and photos to Janel Brennan for posting on the website.
- Return original receipts, attendance roster, and any other business service requirements to Mildred Yen.

Please Note: Failure to properly pre-plan will not guarantee last minute assistance from staff that may not be available at that particular moment.

Available Support Services for SLLC members

Classroom Support – ARHU (FSK 1116) x50830 arhu-itequip@umd.edu

- Delivery and setup of PC or Macintosh Laptop & Projectors for ARHU Classroom use only

Language House (STM 0107A) Dr. Phoenix Liu – x56996 phoenixl@umd.edu

- Reservations for St. Mary's Multipurpose Room, café lounge, patio
- Keys for Language House events BACK-UP: Mike Fekula or LMS (keys for closet)
- Forms for Resident Life facility reservation
- Training/ Basic Troubleshooting for the following equipment when used in St. Mary's:
- Projector with Multi-standard VCR & DVD Player, microphone, screen
- Back-up: Jeff Maurer (contact info)

Language Media Services (JMZ 1204) x54925

Jeffrey Maurer x54925 maurerj@umd.edu

BACKUP: Janel Brennan

- Reservations for A/V equipment: TV/VCR carts, DVD players, CD Players, microphones, analog video camera, tripod, record player
- Reservations for AT&T Language Classroom JMZ 1205
- Training for technology classrooms and equipment
- Reservations/referrals for computer/digital equipment
- Training & troubleshooting for LMS owned A/V equipment

Janel Brennan x56927 brennanj@umd.edu

BACKUP: Jeff Maurer, John Grimm

- Posting of event information on the SLLC website
- Coordinate graphic design and event promotion
- Conference webpages

John Grimm johnrgrimm@gmail.com

BACKUP: Janel Brennan

- Event promotion (programs, posters, websites in conjunction with Janel Brennan, etc.)
- Event photography (when available)

SLLC Business Services

Mildred Yen 3215J x54093 myen@umd.edu

- Budget, transfer of cost-sharing, arrangements for payment for speakers.

PeiLei Chow 3215H x56442 pchow@umd.edu

Payment of honoraria

Laura Glockner 3215B x51086 glockner@umd.edu

- Purchasing (supplies, refreshments)
- Travel arrangements and reimbursements

SLLC Academic Affairs

Dr. Pierre Verdague 1105JMZ x54102 verdague@umd.edu

- Processing requests for overloads

Undergraduate Affairs 1104JMZ x54023

- Classroom reservations. Conference room reservations. SLLC display case.

Stamp Student Union Audio Visual Services – Chris Hegwood x50588 chegwood@umd.edu
A/V & Computing Equipment rental for campus wide events & activities

OIT IT Library (CSS Room 1400) x54261 infotech-library@umd.edu
Rental of laptops, digital cameras, LCD Projectors for on & off campus activities (UMCP Faculty & Staff Only) <http://www.helpdesk.umd.edu/documents/3/3773/>

McKeldin Library room reservations
<http://lib.umd.edu/rooms/requestingrooms.html>