

## AOB STUDENT EVENT CHECKLIST

### GETTING STARTED:

- \_\_\_\_\_ Decided on event date and confirmed availability with AOB Staff by submitting event request form
- \_\_\_\_\_ Submitted AOB contract with proper signatures: student group rep **and** chosen/assigned staff or faculty member
- \_\_\_\_\_ Held event meetings/developed theme and goal of event
- \_\_\_\_\_ Assigned tasks to group members for coordination & supervision:
  - \_\_\_\_\_ Marketing of event: \_\_\_\_\_
  - \_\_\_\_\_ Arrangement of space, event logistics & décor: \_\_\_\_\_
  - \_\_\_\_\_ Coordination and collection of AV content and needs: \_\_\_\_\_
  - \_\_\_\_\_ Coordination of food & beverage: \_\_\_\_\_
- \_\_\_\_\_ Created Artwork for event (poster, flyer, invite, campus/AOB flat screens content)
- \_\_\_\_\_ Reached out to all parties contributing AV content and made them aware of below deadlines
- \_\_\_\_\_ Reached out to caterer regarding food & beverage: \_\_\_\_\_

### 4 WEEKS OUT:

#### PROMO:

- \_\_\_\_\_ Sent event files to be listed on campus flat & AOB screens
- \_\_\_\_\_ Sent event descriptions to be listed on NYIT & AOB Event calendars
- \_\_\_\_\_ Hung posters around campus on cork boards

#### DÉCOR:

- \_\_\_\_\_ Met with AOB Staff to discuss furniture choice/placement in reception areas & stage and decoration

#### AV:

- \_\_\_\_\_ Event content is being collected/formatted & any new developments have been communicated to AOB Staff
- \_\_\_\_\_ If an outside group is performing (comedian, musician, etc.) have scheduled meeting between group & AOB Staff
- \_\_\_\_\_ Discuss microphones (number needed, kind of microphones & placement)
- \_\_\_\_\_ Discuss where content (if interactive) will be run from (podium laptop, control room laptop, clicker onstage)
- \_\_\_\_\_ Discuss who will run/"cue" AV content (if applicable)

#### FOOD (if applicable):

- \_\_\_\_\_ Decided on catering options: food and beverage type, particular caterer, set-up
- \_\_\_\_\_ Scheduled meeting (phone or in person) between AOB Staff and Caterer to discuss set-up needs & prep options

## 2 WEEKS OUT:

### PROMO:

\_\_\_\_\_ Continue promotional efforts, flyers, social media, email, word of mouth, and electronic display

### DÉCOR:

\_\_\_\_\_ Confirmed any changes to decided upon set-up with AOB Staff

### AV:

\_\_\_\_\_ Delivered all confirmed AV setup details to AOB Staff

\_\_\_\_\_ Confirmed who will be running content and from where

\_\_\_\_\_ Confirmed microphones (number needed, kind of microphones & placement, etc.)

*\*\*\*If accurate AV needs/content are not delivered far enough in advance of the event date to allow for proper testing/planning, successful AV execution cannot be guaranteed.*

### FOOD:

\_\_\_\_\_ Confirmed food & beverage delivery times and catering staff arrival times with AOB Staff

\_\_\_\_\_ Scheduled group(s) member to meet delivery and assist with food and beverage setup if needed

## 1 WEEK OUT:

### PROMO:

\_\_\_\_\_ Intensify promotional efforts, flyers, social media, email, word of mouth, and electronic display

### DÉCOR:

\_\_\_\_\_ Confirmed any changes to decided upon set-up with AOB Staff

### AV:

\_\_\_\_\_ Delivered **ALL** AV content to AOB Staff *no later than 1 week prior to event date*

### FOOD:

\_\_\_\_\_ Communicated any and all event format and/or logistical changes to AOB Staff

## **EVENT CHANGES:**

Any changes to event format & logistics, furniture setup, décor, audio visual needs, and catering **must** be communicated to AOB Staff as soon as possible.

Every effort will be made to accommodate such changes, however, after 7 days prior to event date, accommodation cannot be not guaranteed.