

## Checklist for Planning a West Virginia University at Parkersburg Event

- 1. Determine nature of the event.
- 2. Contact presenter(s) to establish available dates.
- 3. Check for availability of rooms on the West Virginia University at Parkersburg campus for dates being considered. Rooms can be scheduled through R25; a link to R25 can be found in the eBulletin Board
- 4. Determine final date and reserve the room.
- 5. Verify final date with presenter and get the presenter's name, address,
- 6. If payment is required, mail Agreement and Vendor Invoice to presenter for signature. Include a self-stamped/addressed envelope so it can be returned.
- 7. Ask presenter for any specific room set-up instructions, such as:
  - a. Stage
  - b. Lighting
  - c. Seating instructions
  - d. Microphones, podium, tables, etc.
- 8. Contact J.B. Skidmore for room set-up with all and exact specifications included.
- 9. Determine need for audio/visual equipment such as TV, DVD player/camera, projector, flip charts, etc. Contact the IT center with request and date of the event. They will set up for you at the proper date and time.
- 10. Prepare program and fliers. Give program details and submit a completed Project Requisition Form to Katie Wootton.
- 11. A couple of days before the event, you should confirm all of your requests to make sure there are no questions, and notify the WVU Parkersburg of the event.
- 12. On the day of the event, presenter(s) should be met and greeted by the person in charge of the event; optional: a presenter gift can be given at this time.
- 13. After the program is complete, send agreement and invoice to the Business Office for processing.
- 14. Complete a hospitality form and have the supervisor/agency head sign it. Turn the form(s) in to the President's office, and include a guest list.
- 15. Sign the statement for catering from AVI and submit it to Purchasing.
- 16. Send a thank you note to the speaker/presenter.