

EVENT CHECKLIST

Event Name: _____

Event Date: _____ Event Time: _____

Event Location: _____

Primary contact(s): _____

In-Person or Virtual?	
On Campus or Off Campus?	
If in-person, has room/venue been reserved?	YES / NO
Room or venue reserved:	
Room set up notes:	
If virtual, meeting link and access information:	
Expected # of attendees:	
Who will be in attendance/who needs to be invited? <i>(Use separate sheet for invite list if needed.)</i>	
Invitations needed? <i>(Include if these will be mailed/sent electronically under "Notes/Additional Details")</i>	YES / NO If yes, needed by _____
Is pre-registration required?	YES / NO
Promotional materials, handouts and/or signage needed? <i>(Include what and how many are needed under "Notes/Additional Details")</i>	YES / NO If yes, needed by _____

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Video/Photography needed?	YES / NO	AV needed?	YES / NO
Parking and/or Security needed?	YES / NO	When and Where:	
Food/catering needed?	YES / NO	When and Where:	
Other people/departments involved:			
Notes/Additional Details: <i>(Use separate sheet if needed.)</i>			
Event Timeline/ Run-of-Show: <i>(Use separate sheet if needed.)</i>			

EVENT CHECKLIST

Task Checklist:

- Room(s)/Venue reserved
 - **Room Name/Number or Venue Location/Address:** _____
 - **Date and Time Reserved:** _____
 - **Notes:**
 - *If set-up/break-down is required, the room needs to be reserved for this time as well. In most cases the start time for room use is on the hour. End time is ten minutes before the hour. Your cooperation is needed with this so that others can enter the room, set up and prepare equipment for their presentation.*
 - *Please be mindful of **prohibited items** and check to see if there are any prohibited items (balloons, food/drink, etc.) for the room when you reserve it. Reminder: LSUHS is a latex-free campus.*
 - *More information about policies and procedures for LSUHS Room Reservations: inside.lsuhs.edu/departments/room-reservations/policies-and-procedures*
- Event added to relevant calendars / date checked on calendars for conflicting events that might affect resources for your event
 - **Campus Calendar:** inside.lsuhs.edu/inside-calendar
- Office of Communications and Public Affairs notified
 - **Event Submission Form** (for promotional purposes): <https://forms.lsuhs.edu/Forms/News-Event-Submission>
 - *To have a submission displayed on the LSUHS campus electronic boards please email event information directly to ecampus@lsuhs.edu.*
- Promotional materials/event signage/handouts/etc. created **and** approved by Medical and Strategic Communications
 - **Work Request Form (must be completed before work can begin):** <https://fs7.formsite.com/uX419z/knejmunr0b/index.html>
 - *For a list of services, pricing and lead times required for various projects, visit the Medical and Strategic Communications department page on the INSIDE: <https://inside.lsuhs.edu/departments/communications-public-affairs/medical-communications-medcom>*
- Event invitation/calendar invitation sent (if needed)
- Registration link created (if needed)
 - **Note:** External event registration forms (Google Forms, Eventbrite, etc.) are **not** allowed.

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- Travel arrangements made and hotel room block reserved *(if needed)*
- Food ordered and confirmed
 - **Note:** All catering orders must be received *5 days prior* to your event.
 - **Day-of contact:** _____
- AV confirmed *(if needed)*
 - **Day-of contact:** _____
- Photographer and/or videographer confirmed *(if needed)*
 - **Day-of Contact:** _____
- UPD & parking contacted and confirmed *(if needed)*
 - **Day-of contact:** _____
- Do you need event insurance and/or a gaming license? If so, contact Michael Stroud in Safety Services for further instructions.
 - **Note:** This needs to be done as far in advance as possible as this process does take time.

Additional Notes:

EVENT CHECKLIST

Important Contacts:

- **Office of Public Affairs and Communications:**
 - Lisa Babin – Office Ext.: 5-8769, Email: lisa.babin@lsuhs.edu
 - ShvCommunications@lsuhs.edu

- **Medical and Strategic Communications:**
 - Tracy McGill – Office Ext.: 5-5260, Email: Tracy.McGill@lsuhs.edu
 - [MASC Work Request](#)

- **Website/Intranet:**
 - Julia Foley Bey – Office Ext.: 5-5275, Email: julia.foleybey@lsuhs.edu

- **Print Shop:**
 - Kevin Hayes – Office Ext.: 5-5041, Email: kevin.hayes@lsuhs.edu
 - Becky Salter-Menard – Office Ext.: 5-7889, Email: mary.saltermenard@lsuhs.edu
 - [Print Shop Work Order](#)

- **Video Services:**
 - Lisa Higginbotham – Office Ext.: 5-8236, Email: lisa.higginbotham@lsuhs.edu

- **Photography:**
 - Trey Lankford – Office Ext.: 5-5276, Email: Nathaniel.Lankford@lsuhs.edu

- **Room Reservations:**
 - Visit the [Room Reservations Department Page on the INSIDE](#) for more information on who to contact and how to reserve a room.
 - [Room Reservation Contact](#) – Laura Grayson, Office Ext.: 5-5339
 - To reserve the BRI Atrium, contact Paige Priddy at 5-4118 or email paige.priddy@lsuhs.edu.
 - [Room Setup \(Rooms 3-405 and G-221\)](#) – Richard, Office Ext.: 5-5851 or George, Office Ext.: 5-5140
 - [IT Computer Services](#) – Ray Randle, Office Ext.: 5-7430 or Lamar Nunnery, Office Ext.: 5-7617
 - [Video Conference Help](#) – Ryan Alexander, Office Ext.: 5-8565
 - [Equipment Request/Checkout](#) - ITG/Computer Services: 5-3395
 - [Environmental Services](#) – Jay Wineglass, Phone: 574-343-7224 or Marylon Washington, Phone: 318-422-5114

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- **ABM Catering (on-site):**
 - Samantha Von Zynda, Phone: 318-426-4797 (Mon. – Fri., 4:30 a.m. – 2 p.m.)
 - [Online CaterTrax Request Form](#)
- **Parking Office: 5-7698**
 - Themessia C. Fenceroy, Director – Office Ext.: 5-7643
 - Latest parking updates: inside.lsuhs.edu/departments/parking
- **UPD/Public Safety: 5-6165**
 - Vaughn Burris, Director – Office Ext.: 5-6161, Email: vaughn.burris@lsuhs.edu
 - Scott Phillips, Assoc. Director – Office Ext.: 5-6164, Email: scott.phillips@lsuhs.edu
- **Safety Services: 5-4934**
 - Michael Stroud, Director of Campus Safety and Biosafety Officer – Office Ext.: 5-4753, Email: michael.stroud@lsuhs.edu

*If you are interested in having or need promotional items for your event (t-shirts, pens, bags, etc.) you **must** use an LSU licensed vendor. Local licensed vendors are listed below. If using another printing company, you must supply proof that they are licensed by LSU or the items they produce will be reported to the LSU Trademark Licensing Division.*

- **Magnolia Marks LLC** (www.magnoliamarks.com)
 - Corinne Carroll, Owner
Phone: 318-606-4404
Email: corinne@magnoliamarks.com
- **Lamb Specialty Advertising** (www.lambandassociates.com)
 - Scott Bates, President
Phone: 318-221-3596, Ext. 102
Email: scottb@lambandassociates.com