

# Center for Conferences & Events

## *Events Checklist*

<b>Preplanning</b>	<b>Completed by</b>	<b>Date Completed</b>
Check Ad Astra calendar for availability ( <a href="https://schedule.niagara.edu/AstraProd">https://schedule.niagara.edu/AstraProd</a> ) to determine if there will be other events that may conflict with your event on campus?		
Confirm if the event is open to the outside community?		
Determine if university President will be invited and check his calendar prior to reserving space by calling ext. 8350.		
Will a script or talking points be required for the President?		
Have you notified the President or Senior VP of Operations and Finance of any VIPs attending the event?		
If this is the first time you planned an event on campus, have you contacted Center for Conferences & Events for guidance at ext. 8705?		
<b>Entering data into Ad Astra</b>		
Is all space reserved in Ad Astra at least 2 weeks prior to holding the event? Calendar is located at <a href="https://schedule.niagara.edu/AstraProd">https://schedule.niagara.edu/AstraProd</a>		
Have you only entered actual times of the event? Whenever you put in a request, make sure you don't put in the setup and cleaning times. That will be added when the event is scheduled.		
Have you selected the most appropriate room setup for your meeting? Contact Center for Conferences & Events in case you need guidance at ext. 8705.		
Have you contacted the person in charge of the specific venue you have selected? Have you made sure your numbers will not exceed the maximum number of people allowed in that venue?		
If you require a new floor plan, have you contacted Michael Jeswald at <a href="mailto:mjeswald@niagara.edu">mjeswald@niagara.edu</a> to create a new drawing for Facilities to approve?		
Have you fully completed the request form, including anticipated attendance, purpose of meeting and person in charge of the event?		
<b>Logistics – setup</b>		
Have all work orders been submitted at <a href="https://mynu.niagara.edu">https://mynu.niagara.edu</a> at least 2 weeks in advance for setup, teardown and cleanup? Remember, if your number of attendance is 100 or less and has any food and/or beverages, all setups will be completed by Metz. Please contact <a href="mailto:metzcatering@niagara.edu">metzcatering@niagara.edu</a> to schedule your set up and teardown of the event. C&W Services will handle all event setups that do not require any F&B.		
Has additional time been factored in for setup and teardown?		
Will you require the rental of equipment from an outside vendor? If yes, are they an approved vendor from Business Services? For more information, please contact Business Services at ext. 8345		

If you are renting equipment, do the delivery and pickup times coincide with the hours of operation of the venue?		
Has IT been notified for additional audio-visual equipment? All work orders are completed through myNU. Do you want photos taken at your event?		
If required, have you reserved contracts with facilities by completing a work order? Do you plan on having any decorations and/or centerpieces?		
<b>Food and Beverage</b>		
Has Metz Culinary Management been notified for any F&B requirements through Catertrax? <a href="http://www.niagara.catertrax.com">www.niagara.catertrax.com</a> Please make sure your order is complete and you ordered everything you needed (water, dessert, coffee, tables, and tablecloths, if needed, etc.)		
Have you discussed dietary restrictions with Metz Culinary Management and have you informed your guests' of the options?		
Do you understand the Guarantee Policy and have been in contact with Metz Culinary Management for meal counts?		
<b>Safety, Security, ADA</b>		
Have your guests been notified about parking regulations on campus and have they been sent a campus map and have you contacted Campus Safety about parking options?		
If using Castellani Art Museum, have you contacted Campus Safety if your attendance is over 150 people?		
Will all exits be clear according to fire code in case of emergency evacuation?		
Has all correspondence to your guests' included information on requesting disability/interpreter services?		

**Please contact Michael Jeswald if you have any questions.**

**Email: [mjeswald@niagara.edu](mailto:mjeswald@niagara.edu)**