

Special Events Checklist

Compile information before starting the process:

- Potential dates for event?
- What is required?
 - Room size?
 - Any special room features needed (is this a workshop where people will be working in groups? A presentation? Film screening?...)
 - Special equipment? (Note that equipment booked for classes is free but a charge is levied for other events)
 - Catering?
 - What is the purpose of the event and which groups will benefit most from it? For both on and off campus broad appeal events, 6-8 weeks notice is recommended for contacting the Faculty of Arts Development Office, Alumni Relations, and Communications team regarding publicity and promotion.

- If there are any costs associated with the event, who is paying and have you received authorization in writing? What is the accounting string? Compile all details into one spreadsheet or document including what revenue is to be received, from whom, where is it to be deposited, and how expenses will be paid, including distribution if revenue is coming from several sources. Forward document to the Manager (K. Guevara).
- Is there a visiting speaker? If so, please see "visiting Speakers Checklist" document

Confirm dates of visit

- Check dates with the LRC Director to ensure no conflicts exist with other LRC events
- Check SLLLC's Outlook Events Calendar
- Confirm dates with Francey Pisicoli

LOGISTICS

Room booking

Process:

For events in French using SLLLC rooms, email michlee@ucalgary.ca; for all other programs email slllc@ucalgary.ca and indicate:

- Event name, date, time and SLLLC room you would like to book and whether or not you require equipment

Other venues:

- For general booking information: ucalgary.ca/riskmgmt/events/booking-information
- MacEwan Events and Conference Centre - macewancentre.com
- UCalgary Conference and Event Management - ucalgary.ca/cem
 - o **Note:** the Legacy Suite and the Senate Room may be booked for free, subject to certain requirements:
https://www.ucalgary.ca/cem/our_spaces/legacy_suite
https://www.ucalgary.ca/cem/our_spaces/senate_room

 Equipment

Submit a request to IT (<https://ucalgary.service-now.com/it>) to book necessary audio/visual equipment (projector, microphone, etc.), or ask for assistance to do so.

Please note that costs are incurred when equipment is reserved for events that are not held in conjunction with a class. Extra charges apply for same day bookings and will be charged back to the person who made the reservation.

 Film screenings

If your event involves the screening of a film or some other visual or audio performance, please ensure permission is obtained from all of the appropriate bodies (i.e. copyright permission, public performance rights), and that any required equipment and space is coordinated and booked through the correct channels (see above).

 Publicity

Francey Pisicoli prepares posters for SLLLC sponsored events; please ensure she has all the details **one month in advance** to prepare the publicity. Remember that **broad appeal events should be planned a minimum of 6-8 weeks in advance** to ensure the Faculty of Arts Development office, Alumni Relations, and Communications team can be included in publicity and promotion.

The talk/event will be added to the SLLLC website, the shared SLLLC events calendar on Outlook, SLLLC's weekly event email, the ArtsEngage newsletter and if appropriate the UToday event calendar. Social media will be used to promote the talk/event.

Catering

If refreshments and/or meal catering were approved, Mariana Raffo can provide information on options. Please provide her with at least two weeks advance notice. For most catering options, the order must be finalized no less than one week in advance of the event. Once you have finalized your request, Mariana will submit the order. Off campus catering is possible within School space but not on the rest of campus; Mariana can clarify those options once your room is booked.

Staff assistance (setting up tea/coffee etc.) can only be guaranteed for School-wide sponsored events (School receptions, holiday meals, etc.). Please give Mariana Raffo at least two weeks of notice that you request this assistance.

Please note: alcohol may only be served in cases where the Dean has given his approval. This regulation applies both for large gatherings and for meals where guests are hosted. The University's alcohol policy is under review (Jan/19) so in its absence, the expense reimbursement guidelines apply (\$15 per person):

<https://www.ucalgary.ca/finance/files/finance/travelexpensereimbursementhandbook.pdf>

Process to obtain written authorization from the Dean:

- Email Dean Sigurdson, with copy to Kate Rollestone, and include details of the event including: location, who is attending, number of attendees, arrangements to serve (see I below), cost (see II below):
 - I. Alcohol must be served on campus by Aramark or MacEwan and off campus by a catering firm
 - Link to Aramark (bar service has a minimum charge of \$300 for the first three hours of service):
<https://ucalgary.catertrax.com/menunavigation.asp?categorygroup=5&affid=1#a:1|c:5|l:116>
 - Link to MacEwan (see Wine & Bar Service, page 23 - minimum \$400):
[http://www.macewancentre.com/files/2017-2018 Off Campus Menu.pdf#view=FitV](http://www.macewancentre.com/files/2017-2018%20Off%20Campus%20Menu.pdf#view=FitV)
 - II Cost of alcohol limited to \$15 per person
- Include authorization email documentation when claiming reimbursement.

Risk Management

Ensure the Special Events Assessment Checklist is completed prior to the event and that the event complies with the relevant sections of the Special Events Program:

(<https://www.ucalgary.ca/riskmgmt/system/files/spec-event-program.pdf>) The Special Events Assessment Checklist is posted on the SLLC website