

Name of Event:

Date of Event:

Event Planning Checklist | 2021-2022

Events Planning Calendar – Send invite to [IST Outlook Events Planning Calendar](#) and include a brief description

Follow [Guide to Planning an Inclusive Event](#)

ASL Interpreting Services – Aurora of CNY 315-422-7263

CART – [Learning Environments](#)

VIP Invites - Notify Dean's office if the Dean, Provost or Chancellor will be invited. Complete [MERF form](#) for Chancellor invite

Catering requests and alcohol permits ([alcohol policy – section III. H](#)) - Coordinate with:

Staff or Student Events : [Natasha Woods](#)

Faculty Events: [Susan Nemier](#)

Enrollment Management: [Bridget Crary](#)

Request event support (e.g., room set-up, drink delivery, mailings, etc.)

fsupport@syr.edu – Faculty events

isupport@syr.edu – staff/student events

Maintenance and/or furniture moving request: [Physical Plant Form](#). Contact [Alicia](#) for Chartstring.

Technology needs – submit a [helpdesk ticket](#)

Swag – submit request to [Sue Nemier](#). New merchandise requests to [Anya Woods](#).

Parking – Notify authorized users to complete the Parking request form ([Sue](#), [Natasha](#), or [Bridget](#))

External website calendar – [submit request](#)

Click for additional [Communication Requests](#):

Display on digital screens, social media messaging, create landing page on iSchool website , create and mail invites

Public Safety - If security is needed for the event, complete the [DPS Special Events Request Form](#)

Off-hour building access - Coordinate with [Roger Merrill](#)

Hotel Accommodations: To reserve a hotel room block at the University Sheraton, email [Joe Cifaratta](#) and copy [Alicia Madden](#). For individual room reservations contact [Sue Nemier](#).