

NCBG Staff Events Checklist

Putting on an event requires lots of planning! Make sure you've got a plan for each of these categories. The following tasks below are the responsibility of the event host (that's you!). If you've got a large event, consider appointing each of these categories to a person on your planning committee. The earlier we plan, the better!

Category: Food/Drink	
The event host is planning to...	Check
Work with an NCBG Approved Caterer if planning on serving meals	
Use only compostable or reusable serviceware, and work with caterer to secure those items	
Ensure that event host has read through the NCBG Green Events Policies	
If providing your own snacks/drinks, make sure there will be no individually wrapped items, no disposable plastic water bottles, and everything is served in bulk	
Provide food for people who have dietary restrictions (offer vegetarian, gluten free, dairy free, vegan options)	
Communicate with caterer or any vendors: directions to loading dock, load in/load out times, # of attendees, Green Events Policies, any rentals needed	
Follow all UNC Alcohol Policies! Most importantly: no alcohol before 5pm, alcohol needs to be served by certified bartender, no cash bar/alcohol for sale, alcohol must be served in contained area during public hours	
Clear out any food/drinks leftover in the fridge & catering kitchen at end of event	

Category: Waste	
The event host is planning to...	Check
Set up compost bins and bags (ask Facilities & Events Manager where to find bags)	
Encourage guests to bring their own tableware/utensils to reduce waste	
Make sure all materials are either compostable or reusable, nothing should go in trash!	
Set up recycling bins if people need to dispose of paper, bottles, or cans	
At the end of the event, tie up compost bags and bring to compost bins downstairs in Reeves in elevator lobby	
Get an accurate headcount for event, and communicate # in advance to caterer to prevent food waste	
Reduce and limit number of handouts & giveaways	
Create a plan for any leftover food that we may have, to prevent food from being wasted or unused	

Category: AV/Tech	
The event host is planning to...	Check
Do a tech/AV run through beforehand to make sure everything works	
Set up a time with Facilities & Events Manager if we need some help navigating AV system	
Locate extra batteries in AV kit in rental room if needed	
Understand that Garden has VGA connection to the wall, and there are also HDMI and Mac adapters available in each room if computer doesn't have VGA	
Save any presentations on PowerPoint and as a PDF, in case of formatting issues	
Save presentations on a flash drive if using NCBG laptop in any room	
Delete any presentations saved to desktop at the end of event to free up space on computer	

Category: Event Details & Communication	
The event host is planning to...	Check
Communicate with Facilities & Events Manager on the event details through Google form	
Delegate roles to various members of planning committee before event if needed	
Make sure there is a clear agenda and people know where to locate rooms, restrooms, water fountain, etc	
Ensure group will only use the space during designated hours requested (includes set up/clean up and any caterer or vendor loading time)	
If group needs additional time in space, please check with the Facilities & Events Manager	
If people registered for this event in advance, make sure someone is there to check in folks at the door during event	
Communicate with the Facilities & Events Manager if the parking lot is expected to fill up; encourage carpooling/public transit, create backup parking plan for overflow if necessary	
Create chalkboard signs (chalk located at front desk) directing attendees to rental spaces	
Communicate with staff if event will end after-hours and ensure someone will be responsible for closing all vehicle gates and locking building doors at the end of the night	

Category: Room Setup & Cleanup	
The event host is planning to...	Check
Set up tables/chairs based on our groups needs in advance, and communicate with Facilities & Events Manager if additional staff support is needed	
Arrive before guests arrive to set up space and welcome guests	
Stay after guests to clean event space and return furniture to standard arrangement	
Turn off all AV equipment after use, returning adapters, clickers, etc. to AV kit	
Turn off lights and lock all doors	

Need additional support? Talk to Facilities & Events Manager, Janna Starr, at jstarr@unc.edu

or call 919-537-3819