Event Planning Checklist

- Discuss ideas with fellow officers/members to determine the following:
  - What is the purpose of the event? (Informational, networking, recreation, competition, awareness, fundraising, etc.)
  - Who will attend? (Club members, full-time students, part-time students, student from other JHU schools, alumni, faculty, staff, employers, general public, etc.)
  - What is the budget for the event?
  - When should the event be held?

- Contact your Student Services representative to get preliminary event planning advice at least 4 weeks prior to the tentative event date. Allow 6 to 8 weeks for larger events. Student Services will assist with the following:
  - Making sure appropriate space and staff will be available for the size of the event, and the date/time of the event
  - Making sure the event would not conflict with School events or other club events
  - Approving flyers and having them posted at all campuses
  - Approving articles or emails to go out in the student newsletter or the mid-month email blast
  - If you are inviting a speaker, making sure that we don’t already have a connection that would help you, as well as notifying the appropriate departments of those who will be visiting one of our campuses

- Email Campus Operations to schedule space (see the Student Organization Handbook for instructions on scheduling space at each campus). Please note that your Student Services representative must be copied on the email in order for the request to be processed. Please allow up to 48 hours for a response from Campus Operations.

- If there will be any usage of AV equipment, you must specify this in the email so that IT can be notified. This includes PPT, microphones, conference phones, laptops, video conferencing, Skype, and Adobe Connect.

- Guest lists are required for anyone entering our building without a blue JCARD (Hopkins ID card). Please ask Operations or Student Services to submit the Building Access Form to security, and give them your guest/speaker list.

- If there will be any catering delivered, you must also notify campus operations of this in your email. They will need to know the name of the catering company, the time of arrival, and how much food is arriving. Certain campuses require a license with the company before catering can be delivered to the building. The loading dock charges a fee to be open on Saturdays – so please ask Student Services about having any deliveries made on a Saturday. Campus Operations may also have restrictions on whether or not food must be set up on a table outside of the classroom. Tables and chairs must also be requested if needed for setup outside of inside the classroom, or outside the classroom (such as in the lobby).

- Here is a list of preferred vendors at our larger campuses. These caterers are often willing to invoice Student Services so that students will not have to pay out of pocket and get reimbursed:
  - Harbor East
❖ Jay’s Deli [http://www.jaysdeli.com] $  
❖ Corner Bakery [www.cornerbakerycafe.com] $  
❖ David and Dad’s [http://www.davidanddads.com] $  
❖ Whole Foods [Andre.Lewis@wholefoods.com] $$  
❖ Cook Catering [http://www.cook.catertrax.com] $$$  
❖ Rouge [http://www.rougecatering.com] $$$

- Washington DC
  ❖ Washington Deli [www.washingtondeli.com] $$  
  ❖ Whole Foods [Jeff.Porter@wholefoods.com] $$$

实体店

Things to be sure to tell your speakers and/or guests:

- How to get in our building and to the correct room
- Where to park (if applicable). For parking in the garage of the Legg Mason Tower: Clubs may purchase $5 parking passes from Student Services in advance for evening. Daytime rates are higher than $5 and will vary. If you want your guests to be able to purchase their own parking passes, please discuss this with Student Services and Operations in advance. Feel free to use the following wording when describing parking to your guests/speakers:

  “Entrances to the parking garage are located on the right on both International Drive and S. President Street. When you enter, take a ticket. You will use both the ticket and your purchased parking pass upon departure. From the garage, take the elevator up to the garage lobby. After you exit through the doors to the street, walk to your left past the main Legg Mason entrance. The entrance to the Carey Business School will be just past Legg Mason on your left.”