

University Departments Routine Meeting Checklist

Define your event.

- Type of event (meeting, discussion group, study group)
- Purpose and goals of event
- Title of event (short and concise, ie., History Department Monthly Meeting)
- Target audience (Students, faculty, staff, general community)
- Date (primary & secondary choices)
- Start and end time
- Anticipated attendance number
- Participant cost
- Room setup (tables, chairs, stage, podium)
- Equipment (media needs, lighting)
- Food and beverage needs

Check the calendar (www.sandiego.edu/

- Campus Master Calendar (www.sandiego.edu/usdcal)
- Dates to Remember (www.sandiego.edu/usdcal/dtr)
- Space availability grid (see Campus Master calendar)

Departmental approvals

- Obtain approvals through department or dean's office, as needed

Identify budget resources

- Budget worksheet
- POETS code

Reserve space

- Space request forms
- Campus scheduling

Contact Banquets and Catering: (619) 260-4560 or www.sandiego.edu/catering

- Menus (www.sandiego.edu/catering/menus.php)
- Reservation form (www.sandiego.edu/catering/requestform.php)
- Final work order

Media Services (www.sandiego.edu/its/ims)

- Audio
- Computer
- Projector
- Video

Publicizing your event

- MyPostings (www.sandiego.edu/mypostings)