“Event Kit” Checklist

Below are the items you may need to procure before each event. We have indicated if Events Management or Facilities Services can provide you with any of the items below. For questions about where to obtain any of the other items, please contact Events Management at 212-854-8021.

☐ Printed Material
  ☐ Directional signs (to event, to bathroom, regarding access) – see Events Management website for template
  ☐ Event poster on foam core (to place on display easel)
  ☐ Programs / conference packets
  ☐ Handouts
  ☐ Guest list to Public Safety and Access Attendant (for events in the Quad including the Helene L. Kaplan ‘53 Tower Suite, 17th floor Sulzberger Hall)
  ☐ Name badges for participants and / or staff
  ☐ Registration table signs (Pre-Registered A-L, Pre-Registered M-Z, Walk-Ins, Panelists)
  ☐ Reserved signs
  ☐ Panelist tent cards
  ☐ Event evaluation form
  ☐ Barnard-related material
    ☐ Event calendars – contact Communications
    ☐ Barnard banner – contact Events Management

☐ Supplies
  ☐ Tablecloths (if self-catering) – Facilities will provide tablecloths for 6’ registration and panel tables, but not for 60” round tables or buffet tables
  ☐ Water, cups, and napkins (for speakers, panelists, moderator) – provide enough supplies to replenish at breaks.
  ☐ Kleenex (on podium, in restrooms)
  ☐ Display easels for event poster or program schedule – sign out from Events Management
  ☐ Flip chart / white board easels – two easels are available to sign out from Events Management; the easel supplies below should be obtained by event organizer
    ☐ Flip chart paper and markers
    ☐ Dry eraser markers and eraser
  ☐ Rolling chalk board – contact Events Management regarding availability
    ☐ Chalk and eraser
  ☐ Painters tape (for posting directional signs – does not damage painted surfaces)
  ☐ Clipboard (for registration spreadsheet, sign-in, or mailing list)
  ☐ Scissors
  ☐ Sharpie (to add information to signs if needed)
  ☐ Pens (for participant name badges, sign-in, mailing list)
  ☐ Highlighter
  ☐ Baskets / containers (for recycling name badges, evaluation forms)
Audiovisual source materials
- DVD, CD, thumb drive
- iPod / mp3 and cable

“Niceties”
- Decorations (flowers, plants, balloons) – vases may be signed out from Events Management
- Gifts (for speakers, honored guests) – visit the Barnard Store for ideas

Helpful phone numbers to have on-hand during your event:

- **Facilities Services** 212-854-2041
  for maintenance issues and facilities related needs during business hours

- **Public Safety** 212-854-3362
  for safety and security concerns as well as maintenance issues and facilities related needs after 5 PM Monday through Friday or on Saturday and Sunday

- **IMATS Technician** (if applicable)
  Name: ____________________________ Phone: ____________________________

- **Caterer**
  Name: ____________________________ Phone: ____________________________

- **Rental company**
  Name: ____________________________ Phone: ____________________________

- **Other**
  Name: ____________________________ Phone: ____________________________