



UNIVERSITY EVENT PLANNING

PROCEDURES CHECKLIST

Contact Info: www.una.edu/events 256.765.4658



VENUE CONSIDERATIONS

- Reserve space in [Mazevo](#). **(RSO advisors must submit on behalf of their RSO)**
- Check the [Campus Events Calendar](#) for conflicts.
- Confirm expected attendance and space needs (tables, chairs, AV, podium, microphones).
- Verify accessibility for your audience ([Accessibility Map](#)).
- Plan for power, extension cords, or technical riders.
- If outside: confirm rain location or backup date.
- For after-hours events: confirm HVAC (cooling/heating).
- Contact [Building Schedulers](#) for help. View reservation tutorials here: [Reservation Tutorials](#)

MARKETING CONSIDERATIONS

- Review [Advertising on Campus Policy](#).
- Marketing requests can be submitted through:
 - [Enrollment Marketing & Digital Communications](#)
 - [UNA Digest](#)
 - [Social Media Request](#)
 - [University Media & Public Relations](#)
- Post via department/RSO channels.
- Notify impacted groups (students, residents, faculty, staff) of possible disruptions (noise, parking, road closures, etc.).
- Use [Print Services](#) and confirm accessibility (e.g., avoid white text on yellow).
- Test QR codes before publishing.

FACILITIES CONSIDERATIONS

- For outdoor events, reserve the space in Mazevo and coordinate with [Facilities](#) by adding the necessary resources (trash cans, cleanup supplies, power, tables, chairs, tents, weights, and backdrop). [How to Add Resources – Video Guide](#)
- Notify Facilities before staking tents or signs (due to gas/water lines).
- Confirm grounds are prepared (manicured, accessible, safe).

