Seminar checklist for Faculty host

Before the event
- Confirm date and time
- Send a Seminar room request
- Send a facilities audio/visual request
- Confirm budget
- Confirm lecturer
- Is the lecturer local?
  - Arrange a temporary parking pass for the lecturer
  - Arrange for someone to take the lecturer out to lunch/dinner
  - Is there a tour, performance or something of interest he/she would like to see while on campus?
  - Send directions and map
- Is the lecturer traveling?
- Arrange flight
- Arrange accommodations
- Arrange transportation
- Arrange for meal hosts
- Send directions and map
- Is there a tour, performance or something of interest he/she would like to see while on campus?
- Will there be a reception/meet-and-greet before or after the lecture?
- Will you be serving food and beverage? *note: nothing homemade can be served
- Confirm budget

Day of the event
- Direct lecturer to the event location
- Check out the room key just prior to the event, LSE 237
- Open the room doors just prior to the event
- Does the lecturer need water?
- Take attendance
- Be sure best practices are being used

Post event
- Be sure the room is left clean
- Lock the doors
- Return the key to LSE 237
- Return equipment to LSE 229W