

DRAFT Event Planning Summary: Mathematics
10/21/14

Events	primary decision-maker	date setting¹	contact for meeting/ reception space²	reserves hotel rooms³	submits catering order⁴	pays for catering	submits alcohol form	arranges for room set up and clean up⁵	contact for parking	purchases supplies⁶
AMS meeting reception	Dept Chair	Tori to Ann	Ann	n/a	Ann	Ann	n/a	n/a	n/a	Ann
Awards ceremony	Tori	Tori to Ann	Aaron	n/a	Tori	Ann	n/a	Tori	Ann	Ann
Career fair	Undergrad Office staff	Undergrad to Ann	Aaron	Mark	Ann	Ann	n/a	Undergrad	Ann	Ann
Convocation	Kay	by campus	Kay	Mark	Ann	Ann	n/a	Kay	n/a	Ann
Conferences	faculty lead	faculty lead to Tori/Laura	Aaron (on campus)/ Laura (off campus)	Laura	Laura	Laura	Laura	faculty lead/ Laura	Laura	Laura
Faculty meeting receptions	Dept Chair	Tori to Ann	Aaron	n/a	Ann	Ann	Ann	Ann	n/a	n/a
Faculty recruitment	Dept Chair	Jane to Ann	Aaron	Ann	Ann	Ann	n/a	commons room students	Ann	n/a
Grad Open House	Marci	Marci to Ann	Aaron	Ann	Marci (cc:Ann)	Ann	n/a	Marci	n/a	Ann
Grad orientation	Marci	Marci to Ann	Aaron	n/a	Marci (cc:Ann)	Ann	n/a	Marci	n/a	n/a
Homecoming	Tori	Tori to Ann	Tori	n/a	Tori (cc: Ann)	Ann	Tori to Ann	Tori	n/a	Ann
ICTM	Kim	Kim to Ann	Aaron	n/a	Ann	Ann	n/a	Ann	n/a	Ann
IGL events (multi-day)	IGL Director	IGL Dir to Laura	Aaron	Mark	Laura	Laura	n/a	IGL Dir/ Laura	Laura	Laura
IGL events (single day)	IGL Director	IGL Dir to Ann	Aaron	Mark	Ann	Ann	n/a	IGL Dir/ Laura	Ann	Ann
Math Development Advisory Board	Tori	Tori to Ann	Aaron	Mark	Tori	Ann	n/a	Tori	Ann	Ann
Memorial events	Tori	Tori to Ann	Aaron	n/a	Tori	Ann	Tori to Ann	Tori	n/a	Ann
MillerComm lectures	faculty lead	Tori to Ann	Aaron or Office of Vice Chancellor for Research	Mark	Ann	Ann	Ann	n/a	Ann	n/a

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Named lectures (ie. Coble)	faculty lead (Tori knows)	Tori to Ann	Aaron	Mark	Ann	Ann	Ann	faculty lead	Ann	n/a
Netmath events	Amber	Amber to Ann	Aaron (on campus)/ Ann (off campus)	Mark	Ann	Ann	Amber to Ann	Amber	Ann	Amber
One-time events (non-conferences)	faculty lead	Tori to Ann	Ann	Mark	Tori or Ann	Ann	Ann	Ann	Ann	n/a
PhD reunion	Tori	Tori to Ann	Aaron or Tori	Mark	Tori (cc: Ann)	Ann	Tori to Ann	Tori	n/a	Ann
Picnic	Tori	Tori to Ann	Ann	n/a	Ann	n/a	Tori to Ann	Tori	n/a	reimbursement
Retirees lunch	Dept Chair	Tori/Paula to Ann	Ann	n/a	Ann	Ann	n/a	n/a	n/a	n/a
Retirement parties	Tori	Tori to Ann	Aaron	n/a	Tori	Ann	Tori to Ann	Tori	n/a	Ann
Review board	Tori	Tori to Ann	Aaron	Mark	Tori	Ann	n/a	Tori	Ann	Ann
Seminars and colloquia	faculty leads	Tori	Aaron	Mark	Ann	Ann	n/a	commons room students	Ann	n/a
Social hour (department)	Tori	Tori to Ann	Aaron	n/a	Tori (cc: Ann)	Ann	Tori to Ann	Tori	n/a	n/a
1) Date setting: confirm availability with Tori, and hotel availability (if necessary) with Mark ASAP										
2) Meeting/reception space: Aaron reserves department/campus rooms, tells Undergrad when 321 AH will be used, and provides room use instructions to organizer; physical access to 239 AH obtained through Mark; key to 321 obtained from Paula										
3) Hotel rooms: Mark or Laura will follow up with organizers regarding releasing unnecessary hotel rooms										
4) Catering orders: <u>Staff</u> may arrange with University Catering directly, but Ann must be involved in payment process. Faculty should work through Ann. Other catering (i.e. Cookie Jar) or food purchases (ie. pizza) should be purchased by Ann.										
5) Set up/clean up arrangements: Includes access to room, rearranging furniture, addition of furniture, setting up food, return of room to standard setting, clean up, and return of all supplies. All aspects should be arranged for, whether completed by faculty member, student, staff member, Facilities and Services, or caterer. Guidelines for departmental rooms available from Aaron and online.										
6) Supplies: Nametags, posters, programs and signage can be discussed with Tori.										