

TTU Library Pre-Event Checklist

Please use this form to ensure the success of your event.

- Read "Libraries Event Space Policies and Procedures" (Link to doc when doc is finished)
- Completed TTU Library Event Application (online).
- Discuss technology needs within the scope of Libraries' resources with Media Personnel and Events Coordinator.
- Tour facilities with Libraries' Events Coordinator.
- Finalize event date and setup with Libraries' Events Coordinator.
- Contact TTU Top Tier Catering for food, beverages, and linens. If using outside catering, read and agree to guidelines.
- Events after work-hours (5 pm) and/or weekends, must arrange for both Libraries personnel and sponsoring organization representative to be present during the event.
- Parking arrangements: complete Event form on Transportation & Parking Services website (<http://www.parking.ttu.edu>) to make arrangement for guest parking.
- Does your event require funding; if so have you secured your funds? Yes No
- Libraries' employees and Libraries-sanctioned and -coordinated events:
 - schedule a meeting with the Libraries' Office of Communications and Marketing (C & M) to determine publicity needs for your event.
- Employees and departments external to the Libraries:
 - Consider reaching out to your C & M representative or to TTU C & M to discuss your event's publicity needs.

For questions, please contact the Libraries' Event Coordinator:

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