Event Hosting
Resources & Tips

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Event Space

- ✓ Consider the availability, capacity, accessibility.
- ✓ Enter your room reservation request.
  - https://www.lsuhsc.edu/no/administration/room_request/

Communication

- ✓ Create & send out your save-the-date email – Canva (free version)
  - https://www.canva.com/
- ✓ Create an RSVP – (Google or Microsoft forms)
  - https://www.google.com/forms/about/

Facilities

- ✓ Contact facilities for costs and coordination of parking, audiovisual, facilities, and security
  - (Kyle Walker, kwalk6@lsuhsc.edu)
- ✓ Request or complete online facilities work orders for table/chair setup and cleaning.
  - Each request needs its own work order. https://www.lsuhsc.edu/admin/pfm/
  - Admin support is your department coordinator or the dean's office
- ✓ Request physical signage if needed.
  - You can request signage that directs guests from the parking lot to the event.
- ✓ Request **conference rental request form** if MOST attendees are NON LSUHSC.
  - Email Kyle Walker kwalk6@lsuhsc.edu

Parking

- ✓ Email to parking to confirm day of event & attendees.
- ✓ Parking rules - https://www.lsuhsc.edu/administration/ae/rules.aspx
- ✓ Parking fees - https://www.lsuhsc.edu/administration/ae/fees.aspx
- ✓ Parking contact – 504-568-4884
  - Antonio Casas acasas@lsuhsc.edu

Security

- ✓ Email to security to confirm day of event & attendees.
- ✓ Campus police are required when events involve non-employees.
  - Chief Richard Blackman rblac6@lsuhsc.edu
- ✓ Alcohol is served on campus and at sponsored functions off campus (CM 36)
- ✓ If an event is held after hours or on the weekend, more rules and coordination apply.

Food

- ✓ Consider the setup, cleanup, delivery, or pickup.
- ✓ Create a special meal prior approval, regardless of funding, and get it approved before proceeding with any purchase of food. (ADMIN SUPPORT)
- ✓ Create a requisition to pay the vendor via a check. (Restricted, Unrestricted) (ADMIN SUPPORT)
- ✓ Create a foundation check request to pay the vendor or receive reimbursement (Foundation) ADMIN SUPPORT)

  Once approved – remember!
  - Keep all your receipts.
  - Order the food for delivery or pickup.
  - Order the drinks for delivery or pickup.
  - Napkins, Utensils, Plates, Servers, Warmers, Ice, Cups, Tablecloths
  - Communicate well with the vendor for delivery addresses etc.

Alcohol – CM-36

- ✓ Read closely and complete the request for the authorization to serve alcohol.
  - CM- 36 https://www.lsuhsc.edu/administration/cm/cm-36.pdf
- ✓ Bartender should be a certified caterer or trained beverage server.
- ✓ University Police should be present to assess the event.

Audiovisual

- ✓ Email audiovisual team once the room is reserved to request event assistance. enterpriseavgroup@lsuhsc.edu
- ✓ Contact IT for Wi-Fi access.
- ✓ Double check everything is working day before event!

Helpers

- ✓ Helpers for the day of the event (*Student workers, department coordinators, Committee members, SGA members)*
- ✓ Sign in or letting people into buildings
- ✓ Setup of food or presentations
- ✓ Delegate responsibilities of volunteers/helpers (moderator, timekeeper, check-in, photographer, etc.)

Registration Links

- ✓ Create a registration link. Zoom has a registration page for virtual events. You can use Google or Microsoft Forms for a simple in-person registration. Make sure to collect all necessary information (e.g., person's first/last name, email address, and title/dept/other relevant info you may need). You should also note any accommodation they may need.

Webpage

- ✓ Share or upload to Allied Health Events Webpage. – (TBD creation)
- ✓ LSUHSC can create a shortened URL for you here: https://www.lsuhsc.edu/admin/it/web/shorturl.aspx

QR Codes

- ✓ Create your QR code using Microsoft Edge browser.
  - As long as on Edge - Right click anywhere on page and select "create QR code."
- ✓ You can also create a QR code at https://www.qrcode-monkey.com/

- ✓ You can also create QR codes on Canva. If you open a blank template, on the left-hand side, go to elements and type in "qr code" and you'll have an option that's an app that will let you customize the colors.

Flyers

- ✓ Create a flyer. Canva is a useful tool in creating flyers. There are free accounts available.
- ✓ Use approved colors & logo- Digital Signage webpage below has guidance.
- ✓ Include all pertinent details.
  - Event title, presenter name & topic/description, location, time frame, photos/image, and how to register (if digital flyer, use hyperlink; if printed flyer, use QR code; make sure to have both if the flyer will be used in print and digital)

Social Media

- ✓ Refer to social media policy https://alliedhealth.lsuhsc.edu/admin/docs/LSUHSC_SAHP_SocialMediaPolicy_021413a.pdf
- ✓ Social media posts can be created in Canva.
  - Less text is better on social media posts. You should put most of the flyer's text into the post's caption.
  - Make sure to include all essential information of the event in the caption of the post.
  - Always include the link to register or web article in the post.
  - Social media graphics do not need QR codes. Rather, link the QR code URL to the caption.
  - If posting to Instagram, consider using a Linktree account to link your event URL/registration to your profile.

Digital Signage

- ✓ For the Tulane billboard draft your request and send it directly to Dr. Dugan for approval.
- ✓ For internal monitors go through SAHP digital signage webpage.
- ✓ View digital signage guidelines and request form here: https://911.lsuhsc.edu/eas/dsdocs.aspx
- ✓ Event signage can also be made in Canva. Dimensions are 960 x 1003.

Physical Signage

- ✓ Consider all signage needed for an event.

Examples:

- Picture of keynote speaker, title of presentation, and QR code with agenda for the day
- Schedule of sessions posted outside of a room
- Sign outside of Room 335 indicating this is the conference lunch room
- Sign indicating registration table
- Sign directing attendees to photo booth
- Sign outside in front of building indicating name of event and room number

Types of signs available:

1) **Pedestal:**
   Each building has black sign stands that hold 11 x 17 signs. The sign shop prints whatever is needed for an event, places the signs in the pedestals, and places at each location requested
2) **Outdoor/garage:**
   Sign shop uses coroplast signs for garage and outdoor signs. Garage signs can be placed instructing campus visitors to the event. Outdoor signs with the event name can be placed in front of parking lots assigned to the event and the building hosting the event.
3) **Banner:**
   These must be designed by the user. Then the user can submit a request to the print shop for printing. The request is submitted to a supervisor for approval. Example – the April 17 Open House banner was designed in CANVA by Samoa and submitted to the sign shop for approval to print.

4) **Coroplast**
These are 28 x 22 and are usually placed on an easel. Easels are not provided by the sign shop.

Payments

- ✓ If paid event – payments will be made via transact. Contact Yahaira for directives on transact use and allow for a three-week turnaround for payment access.

Helpful Policies and Forms

- PM-32 Use of LSU Facilities & Premises
- CM-36 Guidelines for the Responsible use of Alcohol at the LSU Health Sciences Center
- Alcohol Server Training
- Facilities Work Orders
- Foundation Check Request Form
- Save the Date Template (can be used as Digital Signage Event template)
- Special Meals form
- On Campus request form
- Off Campus request form
- Admin Support request form

Dean's Office - Admin Support

Executive Assistant to the Dean	Pam Galindo, 504-556-3400, pgalin@lsuhsc.edu
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Interim Dean	Erin Dugan, emart3@lsuhsc.edu