

MBA Program Event Checklist

2-3 Weeks before the Event

- ☐ Check the MBAA calendars for major conflicts.
- ☐ Reserve a room or space for the event using the [Student Event Room Request Web Form](#).
- ☐ Email mbaweb@uw.edu to reserve tables, chairs, stanchions, or trash cans (trash cans in rooms cannot be used for event waste).
- ☐ If you plan to serve alcohol at your event, first request permission from the [UW Office of Special Programs](#) at least two weeks before the event, then purchase a [banquet permit from the Washington State Liquor Control Board](#).
- ☐ Complete the [Event Notification Form](#) with your event details. Events submitted by midnight on Wednesday will be included in the weekly Club Event Newsletter that goes out on Fridays. Your event will also be added to the MBAA calendar.
- ☐ To record an event, contact Foster Instructional Media Lab (fosterim@uw.edu).
- ☐ If you will need any A/V equipment that is not already in your event location (e.g. microphones), contact Learning Spaces at pachelp@uw.edu.
- ☐ If RSVP's are required, set up a Catalyst survey or Google Doc. Test that the survey/sign up sheet link works, then send an event announcement email out to your audience. Collect email addresses so you can easily email attendees. Best practice: send attendees a calendar invite.
- ☐ Publicize your event. Send out an invitation to your club listserv. Note that you should NOT use the Class listservs for publicizing club events. The weekly Club Event Newsletter will reach all full-time and evening MBA students and will list your event for multiple weeks prior to the event date (if you have submitted your event notification form in a timely manner).
- ☐ Arrange catering, if applicable. Submit ad-hoc request to MBAA if you need extra funding.
- ☐ Contact the MBA Program Office to reserve pre-paid event parking for any speakers or guests to the Foster School.

1-2 Days before the Event

- ☐ 1-2 days ahead of the event, close the Catalyst survey and update arrangements for food based on the # of member RSVPs.
- ☐ Pick up a thank you gift and parking pass from the MBA Program Office for any guests.
- ☐ If the speaker will be using a PPT deck, email pachelp@uw.edu to arrange IT support (request to have someone there 15 minutes before the event begins to ensure there are no AV issues).
- ☐ Prepare speaker bio for your introduction.

- ☐ Send out a reminder to attendees with any pertinent details.

Day of Event

- ☐ If you are using any of the Foster School's tables, stanchions, etc., you can check out a key for the storage room (PCAR 196) from the MBA Program Office front desk.
- ☐ Post your alcohol permit at the location.
- ☐ Arrange to meet caterers when they arrive. Have tables set up for them in advance.
- ☐ Meet the speaker ~15 minutes before the event is scheduled to start. Provide them with parking reimbursement and run through the logistics.
- ☐ Afterwards thank the speaker and give them the "thank you" gift.

Post-Event

- ☐ Clean up, take garbage to the outside waste containers (located on the North-side of Dempsey hall). Put away any applicable tables, stanchions, chairs, and return the storage room key to MBA Program Office.
- ☐ Remove any signage.
- ☐ Send thank you email or card to the speaker/request thank you letter from the MBA Program Office.

Questions?

We invite you to work with the MBA Programs Office if you have any questions/uncertainty when planning an event. You may make an appointment to meet with a staff member by emailing mbaweb@uw.edu.