

Metrics Mania! Using Metrics to Bolster Your Higher Education Information Security Program

Event Planning Checklist

This document will help you work through the details of organizing your on-site event. Consider modifying this document, making it available through Google Documents or adding a link to your campus version for colleagues who may wish to organize their own events.

Event Name:			
Event Date	Start Time	End Time	Building/Room#

Is there a cost to attend? Yes No If yes, what is the cost? _____

Event Owner/s (individual/s initiating event)

Name/s:	Name/s:
Phone number:	Phone number:
e-Mail:	e-Mail:
Department:	Department:

Expected Attendance on-campus	Expected Attendance off-campus	TOTAL
Event Description: A campus viewing of the EDUCAUSE webinar, "Metrics Mania! Using Metrics to Bolster Your Higher Education Information Security Program."		
Room and Directional Signage Requests:		
Preferred Event Location/s (order of preference):		
Parking Services Needed on Campus? Yes No If yes, please indicate date(s)		

Did you need Media and IT Support? Yes No Date _____

If yes, circle any required items:

Screen and Projector

Wired Internet Access (*recommended*)

Microphone-Assisted Listening Device

Web Conferencing Setup

Voice/Speaker Conference Phone
(*recommended*)

Flipchart Stand/Pad and Markers

Wireless Internet Access

Room/Area Setup Style: Circle preference or draw picture of preferred setup design

U-Shape Classroom Square-open Square Closed Rounds Other

Describe or draw a picture of setup:

Food and Beverage:

	Event Day:
Continental Breakfast	
AM Break	
Lunch: Buffet or Seated	
PM Break	
Other	

Contact <add contact info here> if you have questions about completing the form.