BEFORE THE EVENT
☐ Set the date
  • Email the Social and QLC Chairs
  • Check the TuckStreams calendar for conflicting events
  • Check with the MBAPO for conflicting events

☐ Reserve a space/meeting room
  • Make a room request at least 24 hours in advance (at least 3 weeks in advance for larger events) using WebViewer in TuckStreams (http://oracle-www.dartmouth.edu/dart/groucho/dartr25_wvprod.startup)
  • Wait for reservation confirmation from the MBAPO

☐ Check your budget!
  • Annual club events should be accounted for from requests to the Student Board Treasurer in the Spring
  • Be sure that your budget includes money to hire laborers to move furniture if needed
  • If it is a new event speak with Social or QLC Chairs and MBAPO

☐ Find Volunteers
  • Room set-up and decorations
  • Sober Monitors (1 sober monitor for every 50 expected attendees)
  • Bartenders if kegs or wine is being served
  • Clean-up Crew

☐ Contact Tuck Facilities (tuck.facilities@dartmouth.edu) at least 3 weeks prior to the event!
  • Apply for permit from Town of Hanover or Lebanon if it will be outdoors
  • Create a work order
    • Order extra tables and chairs
    • Order extra trash and recycling bins
    • Arrange for furniture to be moved if necessary (work order must be submitted at least 2 weeks ahead of time in order to schedule laborers- furniture can not be moved by students), Tuck custodians can push furniture to the perimeter of the room but Dartmouth laborers must be hired to move furniture out of the room

☐ Arrange for catering by emailing Byrne Catering (byrne.catering@dartmouth.edu) (see Events Planning Contact List)

☐ Arrange for audio/visual requests with Tuck IT (see Events Planning Contact List)
Visitors- The CDO can assist in making arrangements for most visitors when career related. To make arrangements for other visitors, please contact the MBAPO for assistance.

Publicize the Event
- WOT (email Social Chairs before Wednesday each week)
- Send MBAPO a slide for the monitors
- Event specific email
  - Email each class distribution list separately due to size limits
  - Be sure to include the Tuck Partner, Faculty and Staff when appropriate
- Post signage
  - Only post on bulletin boards or in plastic poster displays (signs posted outside of these areas will be removed)
  - Please respect signs posted for other events
- TuckStreams Calendar- by reserving space for your event through Webviewer/Resource25, a listing on the TuckStreams calendar will automatically appear
- TuckStreams Sign-up Lists- posting sign-up list on TuckStreams is another great way to publicize events

Alcohol Letter
(For questions regarding the Dartmouth College Alcohol Policy, please go to www.dartmouth.edu/~sao/semp)
- Any event where alcohol will be served needs to be registered with S&S
- Alcohol letter should be submitted three days in advance of event and not later than 24 hours before the start
- Email MBAPO the following information:
  - Date, time, and location of event
  - Types and quantities of alcoholic beverages
    - Subject to approval by MBAPO and Deans
    - Type of liquor must be specified
  - Types and quantities of non-alcoholic beverages
    - You must have mixers for any hard liquor
    - Plan to have 1 case of water (24 bottles) per keg of beer
  - Types and quantities of food (you must have some)
  - Names of event coordinators
  - Names of sober monitors (1 for every 50 people)
  - Names of clean-up crew
  - Names of bartenders (if applicable)
- Once the MPAPPO notifies you that the letter has been prepared and signed by the Deans, pick it up and return it in person to Safety & Security
  - S&S is located at 5 Rope Ferry Road
  - S&S is open 24 hours a day

DURING THE EVENT
- Coordinator and Sober Monitors should greet Safety & Security officers if they walk through
- You are responsible to
  - make sure the facilities are being respected
  - make sure that the event is safe and fun for everyone
AFTER THE EVENT

☐ Lock up kegs and all other alcohol

☐ Clean up!
  • Clear up and bag all trash
  • Mop up any spills or accidents
  • Check that all spaces are cleaned, including bathrooms
  • Cleaning supplies are located in the Whittemore Kitchen and in Stell Kitchen

☐ Follow up with the MBAPO and Facilities to ensure that the space was returned to satisfactory condition