

Setting-Up an Event

Please note that not all of these items may apply to your event specifically but should provide a general idea of what is expected.

Day of Event

- Arrive early to make sure venue is arranged properly
- Post “Welcome Marquette University Alumni, Parents and Friends” on the venue’s marquee or board if available
- Set-up site, including:
 - Registration Table (with nametags)
 - Any Audio/Visual
 - Prize Tables
 - Decorations
- When your speaker arrives, make sure he/she feels welcome
- Recognize, greet and sign-in guests (please send this to the Alumni Engagement office following the event)
- Be sure that someone is the historian for the event and takes pictures for your Web page
- At the close of the event, be sure to thank the guests for coming
- Clean up – check to make sure that everything is in satisfactory condition before you leave

Following Event

- Submit Event in a Box follow-up form to Alumni Engagement office
- Follow-up with attendees (thank-you note, email, etc.)
- Work with Alumni Engagement office on necessary reimbursements/deposits