

THE GABELLI SCHOOL EVENTS CHECKLIST

**Rose Hill
Lincoln Center**

**GABELLI SCHOOL OF BUSINESS
FORDHAM.EDU/BUSINESS**

FOR THOSE WHO WANT TO CREATE EXPERIENCES WITH IMPACT

From lectures by top executives and academic, to networking events with alumni to off-campus excursions throughout New York City, there are exciting events taking place every day at the Gabelli School.

Whether you are a student club leader planning your first conference, a professor organizing a guest lecture, or an administrator scheduling a large meeting, this planning guide has been created with you in mind. It is our hope that through this comprehensive checklist, every event held at the Gabelli School creates a lasting impression.



EVENT SPACE

YOUR FIRST STEP IN
EVENT PLANNING

Before requesting a space on campus, ensure that you know the approximate head count for the event, so as to book a room with the appropriate maximum capacity.

Your Event Space Checklist

- ☐ Request the space on the appropriate channel: 25Live or Conference Services (Richard Miranda, rimiranda@fordham.edu). Many spaces that are available via Conference Services are listed on 25Live, so a good rule of thumb is to start on 25Live.
- ☐ Please note: your space is not officially reserved until you receive a confirmation email. This does sometimes take a few business days.
- ☐ If you have outside guests coming, provide a list of their names to security. At Lincoln Center, provide the list to the security guard at the main entrance of the building and email it to securitylc@fordham.edu. At Rose Hill, please provide the list to the main security office.
- ☐ If you have specific space requests or setup needs (tables, chairs, etc.), please contact facilities.

WHEN YOU NEED RSVPs

Pre-event:

- ☐ If you are looking to have RSVPs recorded, create a listing for the event on Eventbrite. The Gabelli School has an account that is linked through GabelliConnect, which can be accessed when creating an event listing on GabelliConnect.
- ☐ If you would like name tags for your event, please contact your area's administrative assistant for support.

During the event:

- ☐ If you would like to do an event check-in, you can print out the guest list via Eventbrite or you can check people in through the Eventbrite Organizer app.
- ☐ If you have any technical issues during the event, please contact Fordham IT.





The food and drink checklist

- ☐ If the space requires Aramark catering, order your food and beverages through the Fordham Campus Dining website.
- ☐ If the space does not require Aramark catering and you wish to bring in an outside caterer, please check with the space coordinator to ensure no additional insurance is necessary and whether catering is permitted in that space.
- ☐ If alcohol is being served, there must be a security guard on premises. If catering with Aramark, they will arrange this and it will be added to your bill. If working with an outside caterer, please arrange this with Fordham Security.
 - ☐ Please note that many spaces in the 140 W. 62nd Street building do not allow food/drink to be served inside the rooms.
- ☐ Reminder: ensure that you have the proper food and drink products, such as plates, napkins, and silverware. If catering with Aramark, this will be included in the order automatically.



ROSE HILL CAMPUS CATERING:

FATOU BOKOUM, BOKOUM-FATOU@ARAMARK.COM

LINCOLN CENTER CAMPUS CATERING:

JANICE XIQUES, XIQUES-JANICE@ARAMARK.COM

GET CONNECTED WITH TECH AND MEDIA SERVICES



TECH AND MEDIA CHECKLIST

- ☐ If you need support with a projector, music, or any technical help, contact Fordham IT. If you are in a Gabelli School-specific space (e.g., Hughes Hall, specific areas of 140 W. 62nd), contact Gabelli IT: Frandy Medina at Rose Hill (fmedina@fordham.edu) and Yvanne Grandoit at Lincoln Center (grandoit@fordham.edu).
- ☐ If you need microphones, video recording, and any other audio/visual needs, contact Fordham Media Services: Rien Chy at Lincoln Center (chy@fordham.edu), Francis Katai at Rose Hill (katai@fordham.edu).
- ☐ Presentations and other materials can be sent in advance of event to gabelliIT@fordham.edu.

AMPLIFY YOUR EVENT

There are a number of different communication channels within the Gabelli School you can utilize when marketing your event.

PRE-EVENT

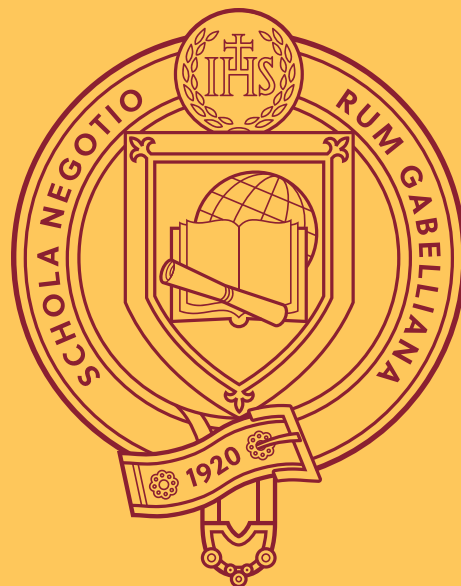
- ☐ Create an event listing request on GabelliConnect. Please ensure that you specify the location of the event prior to submitting your request.
- ☐ If a flyer is needed for promotional purposes, ensure it is designed in a way that is easily read by passersby. If you are not familiar with Adobe Creative Suite or do not have access, we suggest creating the flyer on Canva.com. You can also upload this to your listing on GabelliConnect.
- ☐ If you would like promotion on the Gabelli School social media accounts, the Gabelli School televisions, or on GabelliConnect, please submit your request with all event details to: GSBevents@fordham.edu.
- ☐ If you are interested in email promotion to the student body to publicize your event, contact GSBevents@fordham.edu.

DURING EVENT

- ☐ We suggest taking pictures during the event. A smartphone typically takes pictures that are perfect for post-event coverage. That said, if you would like to borrow one of the Gabelli School's cameras, please contact GSBevents@fordham.edu.
- ☐ If you are interested in any form of live social media coverage during the event, please contact GSBevents@fordham.edu. While we cannot accommodate every request, we're happy to help when feasible.

POST-EVENT

If you would like your event pictures showcased on the Gabelli School's social media, please send them to GSBevents@fordham.edu.



**GOOD
LUCK
WITH
YOUR
EVENT!**

**The Gabelli School
Communications Team**

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