

GETTING STARTED

Determine which university and community leaders should be invited to speak and/or attend.

- Consult with Marcia DeMarco in the HSC VP/Dean's office to determine a date that will work for all schedules.
- Once a nomination has been made and approved, order the chair from the HSC Bookstore. Engraving on back of chair: Name of Honoree, Formal Name of Chair, Date
- Designate a main contact person/event organizer within the Department who will be responsible for organizing all event logistics.
 - Prepare an event binder to house all paperwork, invoices, correspondence, etc. for reference.
- Form a budget for the event and determine who will collect and pay all invoices.
- Reserve the location for the event.
 - Contact is Cathy Patterson with HSC Facilities.
 - Best choices: Okey Patterson, Fukushima or the Eye Institute Auditorium for the program and Pylons Area or Eye Institute Lobby for the reception.
- Determine which VIPs will cut ribbon, shovel dirt, etc.

INVITATIONS

- Notify internal guests (Vice President's office, school deans, leadership and VIP faculty) of the upcoming event to be placed on calendars.
- Work with the Office of Philanthropy to establish a guest list and determine expected attendance.
- Work with Office of Philanthropy to design and prepare invitation.
 - E-mail invitation to INTERNAL guest list (Tara Scatterday can help with this.)
 - Hard mail an invitation to EXTERNAL donors, VIPs, etc. (Philanthropy can help with this.)
 - Keep a running list of RSVPs.

PROGRAM & MATERIALS

- Work with SOM Communications Director to prepare program for the event.
 - Program should run around 25-30 minutes.
 - Identify an emcee for the ceremony (if other than SOM Dean.)
 - Acknowledgements of VIPs will need to be added to the emcee's remarks with name pronunciations inserted.

- Comments will need to be prepared for the SOM VP/dean and other speakers.
- Podium binder housing all comments and event program should be prepared.
- Work with Office of Philanthropy to create posters and directional signs for the event.
- Establish areas to place posters and directional signs of the event.
- Coordinate press release/web presence/other with detailed information SOM Communications Director.
- Contact a photographer for the event – HSC Photographer listed below.

EVENT LOGISTICS

- Prepare a work order for facilities management. Contact person is Lennie Mayle in Maintenance.
 - Design a map of the room for facilities to place the tables appropriately.
 - 2 8ft. tables, 1 round – center of the buffet tables, 6 high top tables.
 - Place an 8 ft. table in the designated beverage area. Tables are in the storage room by the Pylons area.
 - Extra tables and chairs may be needed.
 - 8ft. table in to be set up in the bar area.
 - Set up the navy blue drapes and poles over the 8ft. wide back drape).
- Housekeeping is to clean the room before and after the event.
- Flowers:** Order flower arrangements through local vendors. Suggestion below; others may be considered.
 - 1 fresh arrangement for the buffet table; 6 fresh arrangements for the high top tables; 1 green plant for the podium.
- Food:** Place food order with HSC Catering Services.
 - Need the credit card number and/or WV catering number.
 - Special note for a catering staff member to be present during the event and reception.
 - VIP service and to be served on China dinnerware.
 - Buffett table to be placed for service on both sides of the table.
 - Menu Example:* Hibachi Chicken Skewers, Spinach Feta Stuffed mushroom, Fajita Beef Kabobs, Asiago Asparagus Tuft, Shrimp cocktail and sauce, Sundried tomato pinwheels, Roma Crostini, Combination of fresh fruit and cheese, mini cheese cakes, petit fours, brownies, drinks.

- Alcohol/Wine:** To be selected by the VP's office
 - o Suggested vendor listed below.
 - o Contact Robin Yorty in WVU President's office for an alcohol request form.
 - o Order bar service from HSC Catering.
 - o The bar is to remain operational throughout the reception event.
 - o Department staff (1-2) will need to be assigned to help supervise the bar area.
 - o Notify Sergeant Bonafield of Campus Police to have a mandatory officer posted at the bar.
- Linens:** Will need how many of each size?
 - o Linen vendors listed below.
- Music:** Coordinate Music for the event.
 - o Suggested musician listed below.
 - o The organ is stored by the pylons.

STAGE SETUP

- Coordinate with MDTV to set up the AV equipment for the event.
 - o Presidential podium utilized with microphone, as well as lavalier mic and /or and other sound system needed.
 - o Podium would be located in the center of the room layout.
 - o Podium and mics would be needed for both the event and reception.
 - o MDTV can set up.
- Video and teleconferencing available if needed for the event.
- AV equipment would be rented for PPT presentation (not necessary).
- Front row seating is reserved for VIPs.

BEFORE THE CEREMONY

- Assign department staff (2-3) to help direct guests and manage last-minute details before, during and after the event.
- Nametags for each guest if requested.
- Name placecards for each guest.
- Depending on where the event is located, special parking accommodations may need to be made.
- Assign people to stand in designated areas, such as main entrances, to direct attendees to their destinations.

- Modify acknowledgements eliminating those not present and adding those who are present but did not RSVP.

DINNER FOLLOWING CEREMONY

- Dinner is suggested following reception. Donor Relations in Philanthropy can assist. Suggested vendors listed below.
- Guests should include:
 - o Donor/Donor family
 - o Honoree and spouse/significant other
 - o Dean
 - o Chair
 - o Appropriate Development Officer
 - o Other important dignitaries
- Select limited menu if over 12

VENDOR LIST

- Photographer:
Bob Beverly, WVU HSC, (304) 293-1293
- Flowers:
Coombs Flowers, 401 High Street, Morgantown, WV 26505, (304) 292-1571
- Alcohol/Wine Venue:
Slight Indulgence, 3200 Collins Ferry Road, Morgantown, WV 26505 (304) 599-3402, J.C. & Suzy Warman.
- Linens:
 - o Lendable Linens, 3253G Old Frankstown Road, Pittsburgh, PA 15239 (724) 325-5555
 - o Mountain State Textile, 417 Fairmont Avenue, Fairmont, WV 26554 (304) 685-2906
 - o HSC Catering Services
- Entertainment:
Harpist- Leah Bonsall (Dean Bonsall's daughter) (304) 598-6943; bonsalld@wvuhealthcare.com
- Appropriate Dinner Venues (following ceremony):
 - o Private room in Sargasso
 - o Oliverio's Ristorante
 - o Café Bacchus