



## Campus Herning event checklist

### – who should be briefed?

The checklist below serves to ensure that (1) all relevant members of staff at Campus Herning have been informed that an event is taking place and (2) that all the practicalities concerning the event are taken care of. Accordingly, focus is *not* on the planning of the actual content of the event.

The persons below must always be contacted/briefed at least 14 days before the event.

Task	Contact	Status
The reception must always be informed about the event, the time and location of the event and who is responsible for the event	<a href="mailto:btech@au.dk">btech@au.dk</a> or stop by the reception	
Room booking	<a href="mailto:herningskema@au.dk">herningskema@au.dk</a>	
Cleaning services	Birte Donslund, <a href="mailto:birtedo@au.dk">birtedo@au.dk</a> / 21745552	
AV equipment, etc.	<a href="mailto:bss.it@au.dk">bss.it@au.dk</a> or stop by room 3113	
Mounting/dismounting plus flowers/decorations/flags	Building Services: Ole Jakobsen, <a href="mailto:ohjakobsen@au.dk">ohjakobsen@au.dk</a> / 24866364 or Benny Andersen, <a href="mailto:benny@au.dk">benny@au.dk</a> / 24866363	
Catering and wine gifts	<a href="mailto:mail@dinnerdeluxe.dk">mail@dinnerdeluxe.dk</a> or through the reception	
Marketing, press, etc.	BTECH's communication partner, <a href="http://medarbejdere.au.dk/en/administration/communication/contact/">http://medarbejdere.au.dk/en/administration/communication/contact/</a>	
The Campus must be informed through the internal newsletter	See contact email in the latest edition of the internal newsletter	

Use the form on the following page to request assistance from Building Services in connection with the event. The request form must be sent to [benny@au.dk](mailto:benny@au.dk).



## Request form



To be sent to [benny@au.dk](mailto:benny@au.dk)

Date: \_\_\_\_\_

<b>Procurement/services</b>	Description:
<b>Moving/mounting</b> (must be booked at least 2 weeks in advance)  Contact person at the place of delivery (phone no.):	
<b>Where is the job to be performed?</b> (address/location)	
<b>Deadline</b> When can the job be commenced and completed	Start:  End:
<b>Phone no. of the person ordering the job</b>	
<b>Expected expenses</b>	
<b>Paying account/project number</b>	
<b>Approved by/signature</b>	