

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	heidi@au.dk or stop by the reception	
Room booking, requirements, size, IT equipment, etc.	heidi@au.dk or stop by the reception	
Cleaning services	Birte Donslund-Olesen, birtedo@au.dk / + 45 93522779	
AV equipment, etc.	bss.it@au.dk or stop by room 3003	
Mounting/dismounting plus flowers/decorations/flags	Building services: Allan Kristensen, allan@au.dk / +45 21226090	
Catering	heidi@au.dk or stop by the reception	
Gifts, including wine gifts	heidi@au.dk or stop by the reception	
Marketing, etc.	Communications consultant: Astrid Refsgaard, astrid@btech.au.dk / +45 93522683	
The campus must be informed through the internal newsletter	Communications consultant: Astrid Refsgaard, astrid@btech.au.dk / +45 93522683	

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 allan@au.dk.



Request form

To be sent to allan@au.dk.

Date: _____

Title and date of the event, expected number of participants	
Services (what do you need from us)	
Moving/mounting (must be booked at least 2 weeks in advance) Contact person at the place of delivery (phone no.)	
Where is the job to be performed? (address/location/room no.)	
Deadline When can the job be commenced and completed	Start: End:
Name, email and phone no. of the person ordering the job	
Approved budget	
Paying account/project number	
Approved by/signature	