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## Diversity Week Event Planning Checklist

Megan M. Haught

Univeristy of Central Florida, [megan.haught@ucf.edu](mailto:megan.haught@ucf.edu)

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# Diversity Week @ UCF Libraries

Event lead: \_\_\_\_\_

Event assistant(s): \_\_\_\_\_

Event Title \_\_\_\_\_

Date/Time: \_\_\_\_\_

Location(s): \_\_\_\_\_

## Event Checklist

### Planning

- ☐ Presenter(s) confirmed
- ☐ Date/Time
- ☐ Location(s)
- ☐ Title/Description
- ☐ Zoom meeting set up (if virtual)
  - ☐ Set as registration required
  - ☐ Set waiting room
- ☐ Room booked (if in-person)
- ☐ Book needed technology (optional)
- ☐ Added to Events Calendar
  - ☐ Libraries' calendar
  - ☐ Main calendar
- ☐ Presentation Slides
  - ☐ Get copy from presenter(s)
  - ☐ Add Diversity Week slides
    - ☐ Intro
    - ☐ Credits slide (at end)
  - ☐ Presenter(s) intro slide(s)
  - ☐ Presenter(s) slides
  - ☐ Space at bottom for captions
- ☐ Post Event Survey
  - ☐ Created

### Day of Event

- ☐ Check in with Presenter(s) to confirm
- ☐ Test technology
- ☐ Check slides
- ☐ Set up space (if in-person)
- ☐ In-person general supplies
  - ☐ Sign in list or page to track participant email
  - ☐ Pens
  - ☐ Hand sanitizer
  - ☐ Disposable masks (indoors)
- ☐ Virtual events
  - ☐ Don't forget to record
  - ☐ Have moderator control slides
  - ☐ Have second person to monitor chat and waiting room

### Post Event Breakdown

- ☐ In-person Events
  - ☐ Breakdown and store supplies
  - ☐ If collecting emails, send post event survey
- ☐ Virtual Events
  - ☐ Download participants list from Zoom
  - ☐ Send post event survey to participants
  - ☐ Download video files when ready
  - ☐ Download and review survey results

## Advertising

- ☐ Images Created
  - ☐ Facebook Event/Email
  - ☐ Zoom banner
  - ☐ Twitter
  - ☐ Digital Sign
    - ☐ QR code
  - ☐ Instagram Story
  - ☐ Title/Series slides
  - ☐ Flyer/bookmarks (optional)
- ☐ Email - Registration
  - ☐ Draft
  - ☐ Sent
  - ☐ Reminder
- ☐ Email - Post Event Survey
  - ☐ Draft
  - ☐ Sent to participants
- ☐ Email - Videos (if virtual)
  - ☐ Draft
  - ☐ Sent to registrants
- ☐ Social Media
  - ☐ Create post text (form below)
  - ☐ Submit media requests via Teams  
(if text/image varies per platform, do one request for each platform)
    - ☐ Twitter
    - ☐ Facebook Event
    - ☐ Instagram Story
    - ☐ Digital Sign

## Videos

- ☐ Edit Video
  - ☐ Export uncaptioned version
  - ☐ Open Captions added (using .srt)
  - ☐ Open Caption version exported
- ☐ Transcripts
  - ☐ Upload to Otter.ai
  - ☐ Edited
  - ☐ Download pdf
  - ☐ Download .srt
- ☐ STARS
  - ☐ Fill out info sheet
  - ☐ Upload video to Lib-edu
    - ☐ Include transcripts pdf as "additional file"
  - ☐ Upload advertising images to Libraries' Social Media Images
  - ☐ Upload flyers/bookmarks to Libraries' Documents
- ☐ Email - Videos
  - ☐ Add STARS links
  - ☐ Sent to all registered

Event Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

### Specialty Items List

Item Name: \_\_\_\_\_

Item link: \_\_\_\_\_

Quantity needed: \_\_\_\_\_

- ☐ Ordered
- ☐ Received
- ☐ Prepped

Item Name: \_\_\_\_\_

Item link: \_\_\_\_\_

Quantity needed: \_\_\_\_\_

- ☐ Ordered
- ☐ Received
- ☐ Prepped

Item Name: \_\_\_\_\_

Item link: \_\_\_\_\_

Quantity needed: \_\_\_\_\_

- ☐ Ordered
- ☐ Received
- ☐ Prepped

Item Name: \_\_\_\_\_

Item link: \_\_\_\_\_

Quantity needed: \_\_\_\_\_

- ☐ Ordered
- ☐ Received
- ☐ Prepped

Item Name: \_\_\_\_\_

Item link: \_\_\_\_\_

Quantity needed: \_\_\_\_\_

- ☐ Ordered
- ☐ Received
- ☐ Prepped

Event Name:\_\_\_\_\_ Date/Time:\_\_\_\_\_

## Event Calendar Description

### **Event Links**

Meeting ID:

Passcode:

\_\_\_\_\_

\_\_\_\_\_

Zoom Registration Link:

\_\_\_\_\_

Event Calendar Link:

\_\_\_\_\_

Registration Email Link:

\_\_\_\_\_

Survey Email Link (if virtual):

\_\_\_\_\_

STARS Link:

\_\_\_\_\_

Event Name:\_\_\_\_\_

Date/Time:\_\_\_\_\_

## **Social Media Text**

### **Facebook Event**

**Post Date:**

**Image file name:**

**Title:**

**Date/Time:**

**Event Type:**

**Text:**

### **Facebook**

**Post Date:**

**Image file name:**

**Text:**

**Alt Text for image:**

Event Name:\_\_\_\_\_ Date/Time:\_\_\_\_\_

## **Twitter**

**Post Date:**

**Image file name:**

**Text:**

**Alt Text for image:**

## **Blog**

**Post Date:**

**Image file name:**

**Text:**

**Alt Text for image:**

## **Instagram Story**

**Post Dates:**

**Image file name:**

**Linktr.ee link:**

## **Digital Sign**

**Post Dates:**

**Image file name:**

## **STARS Info**

**Title:**

**Author:**

**Contributors:**

**Keywords**

**Description**

**Abstract**

**Date Created:**

**Rights:** CC-by-nc-nd 4.0

**Type:** video

**Disciplines:**

**College:**

**Campus Location:**

**Date Submitted:**

**Metadata status:** in progress

**Publication Status:** no

**File:**

**Additional files:**



## **Social Media Image Sizes**

(all sizes listed in pixels, width x height)

**Digital Sign:** 3840 x 2160

**Zoom banner:** 640 x 200

**Twitter & Facebook posts:** 1600 x 900

**Facebook Event:** 1920 x 1080

**Instagram Story:** 1080 x 1920

**Blog Header:** 850 x 300 (can be up to 400 high; total file size under 150KB)

**Blog icon/thumbnail:** 100 x 100

**Presentation slide:** 1920 x 1080

Additional branding information from UCF Libraries including logos can be found at [guides.ucf.edu/brandguide](https://guides.ucf.edu/brandguide)

Reminder that event images are not restricted to only using the official UCF colors or fonts. Have fun and be creative.

Include the UCF Libraries logo or the UCF Tab icon (saved to the UCFTeam-Library-LibraryPhotos\_GRP > Files > Logos folder). If you need to be added to the Team, ask Cindy Dancel or Megan Haught.

## **Scheduling Rooms at UCF Libraries**

UCF Libraries rooms can currently only be scheduled by Libraries' faculty and staff. Requests from outside groups will be denied unless partnered with a Libraries' employee.

Schedulable rooms:

- LIB-170 (active learning classroom, capacity 34)
- LIB-175 (traditional computer classroom, capacity 40)
- LIB-402 (multipurpose presentation room, capacity 110)
- LIB-223 (old multipurpose presentation room, capacity 85)
- LIB-235A (old traditional computer classroom, capacity 18)

View room availability by opening your Outlook calendar and scroll down to the Rooms list. Click on the preferred room to view. If Rooms do not show, you can click on Add Calendar in the upper tool bar under Manage Calendars. Choose Add from Room List and search for LIB. Select all the rooms listed above and click on Ok.

To schedule a Libraries' room:

- Open your Outlook calendar
- On the confirmed date/time of the event, right click and choose New Meeting Request
- Add the room as the location
- Send the request
  - Rooms 223 and 402 approved by Megan Haught
  - Rooms 170, 175, 235A and 235C approved by Katy Miller

## **Scheduling Technology for Events:**

Basic technology can be checked out from the LibTech desk. You can find staff and faculty specific items on the [Technology Lending page](#).

Useful items for events include:

- [Rode Wireless GO Lavalier Mic Kit](#) (7 day loan)
- [Samson Portable PA System](#) (7 day loan)
- [Logitech Wireless Presenter](#) (24 hour loan)

## **How to submit social media requests**

1. Open the Teams desktop application
2. Go to the [UCFTeam-Library-Staff-AllStaff](#) team
3. Scroll to the Social Media channel (you may need to click on hidden channels)
4. Click on the Fill | Request Social Media tab at the top of the channel
5. Fill out the form using the information from the Social Media Text pages above
  - If the images and/or text are different for different platforms, do a request for each platform.
6. Click submit
7. Check off on the Advertising list above

## **STARS upload information**

### **Videos - Libraries' Equity, Diversity and Inclusion**

1. Go to the Libraries' Equity, Diversity and Inclusion archive in STARS ([stars.library.ucf.edu/lib-edi](https://stars.library.ucf.edu/lib-edi))
2. Click on the Submit Item button under Author Corner in the left column
3. Fill out the form using the information from the STARS\_info above
4. Remember to click the "upload additional files" box at the bottom of the form and then add the transcripts pdf file when prompted
5. Video files take a while to upload; Do not close the page until you receive confirmation it has uploaded

### **Flyers & Bookmarks - Libraries' Documents**

1. Go to the Libraries' Documents archive in STARS ([stars.library.ucf.edu/lib-docs](https://stars.library.ucf.edu/lib-docs))
2. Click on the Submit Item button under Author Corner in the left column
3. Fill out the form using the information from the STARS\_info above

### **Advertising Images - Libraries' Social Media Images**

1. Go to the Libraries' Social Media Images archive in STARS ([stars.library.ucf.edu/lib-social](https://stars.library.ucf.edu/lib-social))
2. Click on the Submit Item button under Author Corner in the left column
3. Fill out the form remembering to include the Alt Text for the image.
  - Full details for filling out the Social Media STARS form can be found at: