
Libraries' Documents

2-1-2022

Diversity Week Event Planning Checklist

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Find similar works at: <https://stars.library.ucf.edu/lib-docs>

University of Central Florida Libraries <http://library.ucf.edu>

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Diversity Week @ UCF Libraries

Event lead: _____

Speaker(s): _____

Date/Time: _____

Event Title: _____

Event Checklist

Planning

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

Day of Event

- Check in with Speakers to confirm
- Test technology
- Check slides
- Set up space (if in-person)
- In-person general supplies
 - Sign in list or page to track participant numbers
 - 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
 - Facebook Event/Email
 - Zoom banner
 - Twitter
 - Digital Sign
 - Instagram Story
 - Title/Series slides
 - Flyer/bookmarks (optional)
- Email - Registration
 - Draft
 - Sent
 - Reminder
- Email - Survey
 - Draft
- 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
 - Open Caption version exported
- Transcripts
 - Upload to Otter.ai
 - Edited
 - Download pdf
 - Download .srt
- Vimeo
 - Reduce file size
 - Upload including .srt file
- 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 and Vimeo 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
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Item Name: _____

Item link: _____

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Item Name: _____

Item link: _____

Quantity needed: _____

- Ordered
- Received
- Prepped

Event Name: _____ Date/Time: _____

Event Links

Diversity Week Guide:

Zoom Registration Link:

Event Calendar Link:

Registration Email Link:

Survey Email Link (if virtual):

Video Email Link (if virtual):

Vimeo/YouTube Link:

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:

Event Name: _____

Date/Time: _____

STARS Info

Title:

Author:

Contributors:

Speakers:

Committee Members:

Advertising and Video Editing:

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/thumbnaill: 100 x 100

Presentation slide: 1920 x 1080

Additional branding information from UCF Libraries including logos can be found at 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.

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)
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)
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 sheet file

Advertising Images - Libraries' Social Media Images

1. Go to the Libraries' Social Media Images archive in STARS (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: