

Posner Center

Pre-Event Checklist

- _____ Assign on-site representative.
- _____ Read Posner Center Policies and Responsibilities.
(<http://www.library.cmu.edu/Libraries/Posner/guidelines.html>)
- _____ Tour building with Posner Center staff.
- _____ Inform Posner Center Coordinator of setup or furniture rental needs.
- _____ Contact University Catering for food, beverages, and linens.
- _____ Contact Media Technology if using equipment in Boardroom.
- _____ Contact University Police to open / close the building (if event is not scheduled during regular hours).
- _____ Contact University Police to arrange for security if alcohol will be served.
- _____ Contact Parking Services to make arrangements for guest parking.