Event Checklist

When hosting a course or event after hours or on the weekend at STAR

- Contact Jeanne Warrington (jeannekw@udel.edu) to reserve room
- Contact Debbie Martini (dmartini@udel.edu) to inform her of date/time of the course
  - If weekend, inform Debbie of times need AC/heat
  - Remind Debbie to request extra toilet paper/paper towels in rest rooms
  - Will doors need to be open? (Need to have large enough participation)
  - If you requested doors to be open, and they aren’t opening, call Protection One at 1.866.776.9138, 302.528.7341, 1.877.587.7303 or call District Manager Tim Rush at 215.510.1144. Give them address: STAR Health Sciences Complex, 540 S. College Avenue, Newark, DE 19713. At the end of the class, make sure the front doors lock. If they don’t, call Protection One to lock the doors before you leave.
  - Provide a location sheet to be posted at front door day of with directions to room and cell phone # for questions
- If there is a building emergency, an alarm going off, elevator alarm going off, no power, water leak, call or text Vince Malice at 302.218.1310 or Dan Moore at 302.420.1668.
- If doors are locked
  - Print notice to put on the door including cell phone number and name in case someone can’t get in
  - Have someone sit at the door to open or prop another door with directions to room
- If using students
  - Get contact info for the person leading
  - Explicitly review expectations with the students
    - Before the course
      - Room set-up, clean up, etc
      - Discuss where to put food, etc
    - During
      - Food
        - Time/location for set up
          - 30 min prep for snacks/coffee
          - 45 min for set up if meal
    - After
      - Room clean-up
      - Potentially need extra trash bags if on a weekend (no custodial staff)