Adler Café guidelines

☐ Submit attached proposal form to the Student Association.

☐ Choose a day. It needs to be on a day/evening when a faculty member is in the building (for liability reasons – also so someone is there to lock up).

☐ Contact Margie McGovern (margie@alfredadler.edu or 612-861-7554 x100) to check availability and reserve a room. Choices usually are room 232, or the open space on the north end.

☐ Contact Jeanette (jeanette@alfredadler.edu), ask her to design, print, and post some fliers. Give her information on who, what, when, where and why (credentials of speaker).

☐ If you plan enough in advance, you can ask her to include it in the school newsletter.

☐ Also, ask her to send out an e-mail blast to let students, alumni, faculty, and administrative staff know about the event.

☐ It’s good to give folks an e-mail address for RSVPs, so that you know how many are coming.

☐ Be sure to tell her if you want this to be a potluck or not. As this traditionally has been part of the café, she will want to know.

☐ Contact Debbie Velasco (debbie.velasco@alfredadler.edu) with the same information (who, what, when, where, why, and RSVP address), and ask her to post it on the school Events page (http://www.alfredadler.edu/events).

☐ Contact Earl (earl@alfredadler.edu) for all equipment needs (projector, etc.).

☐ Find out if the presenter does not want the café video recorded. Typically, a video is made unless the presenter prefers otherwise.

☐ Check with Earl to line up a videographer (usually Makoto, but if he is unavailable, it could be done by anyone familiar with the equipment).
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A week ahead

☐ Check with Ev (ev@alfredadler.edu) to make sure there are enough sodas and water.

Event day/evening (Before event)

☐ Set up chairs and tables in herringbone pattern or circle, depending on the presentation and speaker's preference. This is where headcount comes in.

☐ Make sure the video equipment is set up.

☐ Set up serving tables along the wall.

☐ Make a pot of decaf coffee and a pot of regular coffee.

☐ In cabinets underneath coffee, you'll find an urn for hot water for those who want tea or hot chocolate.

☐ Get rolling cart from Margie's office to roll coffee pots, paper plates, plastics, creamer, sugars, etc. into room.

Event day/evening (After event)

☐ Clean the table surfaces.

☐ Reverse the process when café ends (i.e., put everything back and leave everything as you found it).

☐ Make sure someone is there who will be responsible for locking the building.

☐ Be out of building before 10 pm.