

# Lectures & Lunch Talks Checklist

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Office of Event Scheduling & Support (OES)

## Before the Event

- Invite speaker(s)
  - [Review the speaker outreach guidelines](#) & follow high-profile speaker requirements
  - Identify several dates for more flexibility when booking space
- [Review the Protest & Dissent Guidelines](#)
  - If you anticipate any protest or dissent, reach out to OES
- [Book a space](#)
- Book hotel and travel accommodations, if applicable
- Advertise the event on the [HLS Calendar](#)
  - Listings can be managed through the [EMS WebApp](#) up to 72-business-hours in advance
- Plan, Design & Order Program Materials
  - e.g., posters, directional signs
- Request room setups from OES through the [EMS WebApp](#)
  - e.g., panel tables, catering tables, sign holders, easels, or extra trash bags
- Request [AV services from ITS](#) through the [EMS WebApp](#)
  - AV must be requested more than 72-business-hours in advance
- Request [recording permission from the Office of Communications](#)
- [Order catering & linens](#)
  - Self-catering is permitted in the classroom and seminar spaces
  - If ordering self-catering, make arrangements for plates, napkins, utensils, cups & linens
  - [Consider sustainability](#)
- Prepare any materials that you will need on the day of the event
  - e.g., directional signs, handouts, swag, or office supplies

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## On the Day

- Set up event materials
- [Reach out to OES, ITS, RA, or HUPD with any concerns](#)

OES: 617-495-3129

RA: 617-495-5538

ITS: 617-495-0722

HUPD: 617-495-1212

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## After the Event

- Clean up any self-catering
  - [Leftover food can be shared with the community in the Student Org Workroom in WCC 2062](#)
- Leave the room clean and ready for the next class
- Load out materials
- [Check the Lost & Found for any missing items](#)

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[Find more information about event planning on our website.](#)

Please be aware that this list is intended for small, one-off events only. For more information about planning for larger events, check out our full event planning checklists available on our website and reach out to OES to plan for your specific event at 617-495-3129 or [events@law.harvard.edu](mailto:events@law.harvard.edu).