

# CAPITAL BOND PROJECTS TEMPLATE

## I. General Preparation

**A. Type of event (groundbreaking, opening, dedication, open house, etc.)**

**B. Set date (coordinate with president's calendar)**

**C. Choose place (outside or inside?)**

**D. Develop a Budget**

**E. Have inclement weather contingency plan if outside event**

**F. Send "save the date" cards to invitees as early as possible (specify how many weeks out)**

### **G. Invitations**

**1. Design-formal or informal?**

**2. List**

**a) Check with President's Office for data base**

**b) Depending upon the event, consider:**

**(1) University leaders**

**(2) Faculty leaders**

**(3) Student leaders**

**(4) Federal, state and local government leaders**

**(5) Civic and community leaders (Chamber of Commerce, etc.**

**(6) Chancellor, State Regents**

**(7) Institution Regents**

**(8) Donors**

**(9) Selected alumni**

**(10) Media**

**(11) Construction company officials**

**3. Give plenty of lead time to respond to invitation (specify how many weeks out)**

## ***H. Staging Area***

- 1. Location in relation to the event**
- 2. Consider position of sun at outside event**
- 3. For outside event, such as in a field, have grass mowed and planks, etc. down if needed to keep crowd out of mud; very dusty area might need to be water sprayed**
- 4. Possibly under a tent**
- 5. Setup for speakers—need to be above the crowd**
- 6. List of platform guests—chairs**
- 7. Rope off VIP seating area**
- 8. Sound system—be sure electricity is available**
- 9. Decorations-plants on platform**
- 10. Props for photographs, such as on-site banners**
- 11. Audience-stand, sit in provided chairs, bring own chairs for outside event?**

## ***I. Speakers***

- 1. Limit to a workable number**
- 2. Choose most important persons to speak**
- 3. Give speakers a time limit**
- 4. Decide if script is needed and who will write script**
- 5. Place program in seat of each speaker**
- 6. Should you record (audio or video) the speeches?**

## ***J. Food***

1. **Decide whether food will be served indoors or outdoors**
2. **Decide whether food will be served before or after event**
3. **Light refreshments?**
4. **For invited guests or for general audience?**
5. **Luncheon (often before event) or dinner (often after event)**
6. **Seated service or buffet?**
7. **Decide place and time**
8. **Decide guest list**
9. **Choose theme**
10. **Select decorations**

## ***K. Water***

1. **Bottled water available for outdoor summer events**

## **II. Groundbreaking**

- A. Invite as many people to break ground as you wish***
- B. Prep the site—ground must be able to be turned***
- C. Have plenty of spades spray painted in appropriate colors, or in gold***
- D. After the ceremony, put a commemorative plaque on each spade to give as a memento to each groundbreaker***
- E. Send information and photographs to the State Regents for posting on [capbond05.info](http://capbond05.info)***

### **III. Dedication**

- A. Consider dedicating when the building or area is open and working***
- B. Serve refreshments indoors***
- C. Provide large screen viewing for large audience***
- D. Have students conduct tours***
- E. Have people on the job; i.e., if a lab, have technicians working***
- F. Display photos of work on the building from start to finish—consider a Power Point presentation or video loop\***
- G. Consider putting building plaque in construction budget***

### **IV. Opening-Ribbon Cutting**

- A. Wide ribbon-appropriate color***
- B. Oversized scissors for ribbon cutters***
- C. Scissors painted appropriate colors or gold***
- D. After ceremony, attach each pair of scissors to a commemorative plaque to give each ribbon cutter as a memento***

### **V. Miscellaneous**

- A. Parking***
- B. Campus maps with invitations***
- C. Signs***
- D. Hard hats at construction site***
- E. Name Tags?***
- F. Photography***

***G. Earned media plan (press kit)***

***H. EMTs on hand?***

***I. City permits***

***J. Alert local law enforcement***

***K. Restroom facilities***

***L. Security***

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