**GEORGIA TECH PUBLIC RELATIONS AND MEDIA**

**SUPPORT STUDENTS AND PARTNERS: *Wrap Up*; GROW THE RELATIONSHIP: *Spread the Word***

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Georgia Tech provides faculty with a number of relevant services and resources that will be helpful as you plan events to highlight your community-engaged teaching or the end results of projects. They have also put together a useful guide to a number of avenues through which you can share your work at Georgia Tech in a [Campus Communications Guide](http://www.comm.gatech.edu/resources/campus-communications).

Georgia Tech PR & Marketing Services for Community-engaged courses:

[Photography and video production](http://www.comm.gatech.edu/services/photo-video) offers services for campus events but can also help support documenting and sharing the products of your work through video editing, animation, graphics, and location filming, to name a few.

[Design Services](http://www.comm.gatech.edu/services/design) can support your work by helping with planning, design, production, paper and digital design, and printing for any materials you, your students, and your community partners co-produce and want to share publicly.

Their [websites](http://www.comm.gatech.edu/services/web) and [social media](http://www.comm.gatech.edu/services/social-media) support may be useful for courses with digital components.

Many community-engaged courses end their year with presentations of final projects and celebrations. It is great to host one of these on campus and the [Event Planning Guide](http://www.specialevents.gatech.edu/resources/guide) can take you step by step through this process. To make this sizeable amount of material on event planning more digestible, below we break down the most relevant Georgia Tech Communications and Event Planning steps and services for faculty teaching community-engaged courses.

Georgia Tech Event Planning Shortened Checklist:

* Confirm attendance early from all those you want to be sure are in the room.
* Make a rain plan.
* Set roles and responsibilities for students and partners (if applicable) leading up to and at the event.
* Select a venue that meets all of your technical and space needs.
* Create a budget.
* Check out the list of Georgia Tech approved [vendors](http://www.specialevents.gatech.edu/resources/vendors) and [caterers](http://www.specialevents.gatech.edu/resources/catering/companies), Consider [local/sustainable options](http://www.sustain.gatech.edu/sites/default/files/documents/Work_Green/4._greeneventguide_final.pdf), select one, and book with them early.
* Develop a communications plan for reminders and a day-of plan to ensure that all of the details are set before the event.
* Contact [Parking and Transportation](http://www.specialevents.gatech.edu/resources/parking) and make sure that guests know where to park.
* Request [photographers and videographers](http://www.comm.gatech.edu/services/photo-video) from GT if applicable.
* Secure A/V needs for event.
* Ensure you have all supplies you need (e.g. nametags, day of roles and responsibilities, list of contact numbers).
* If you are hosting an outdoor event or a major event with more than 30 people invited, [review the additional steps/tips provided](http://www.specialevents.gatech.edu/resources/guide/checklist) or download and print the [GTech event checklist](http://www.specialevents.gatech.edu/sites/default/files/images/final_event_management_checklist.docx).