

New Faculty Orientation				
Target Date	Task	Who	Notes	Helpful Materials
May	Select NFO Date	Committee	Usually try to schedule with Full Faculty or FS meeting in mid-late September.	FS Meeting Schedule, Available from Dinorah
	Identify/Select Speakers and Agenda			Last year's program
	Reserve Red Room			
	Contact Print Shop for NFO Notepads	Neighborly Librarian	Wait until date is settled, but placing this request in August would be risky.	
Mid-August	Contact Amanda Gist for list of New Faculty		Also find out date of AA NFO and request a copy of their program.	
	Invite New Faculty		Follow Ups and Reminders as Needed	Draft Email
	Contact Chairs of departments with new faculty to inform of NFO date and request that they encourage participation		And invite them/their departments to the Meet & Greet Lunch, if that's the format. (You'll need to know the time of the lunch.)	Draft Email
	Invite NFO Presenters			
	Invite Centers/Office Contacts to Table		Follow Ups will be required. Keep an RSVP list so that you can make signs later. Be clear about how much space they will have, what time they should arrive, and what they should expect (if they should be quiet, get lunch first, etc.)	List of contacts

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Early September	Plan Room Layout and Event Program/Schedule	Committee	Schedule "Setup Team" to plan on arriving <i>at least</i> an hour before start time to setup the room.	
	Order Chartwells		Must be done at least one week in advance.	Last year's order
	Place IT Service Request to schedule AV Support		Follow up with JJ two days before to confirm.	
	Request OW Logo folders from Denise Gross		Also request pens if haven't gotten them yet.	
	Make Program		You'll want to attach the program to some invites, so it's good to have this done – but there is also sometimes a late August hire, so be prepared to edit. This assumes program isn't sent to Print Shop, copied in department.	Last year's program
	Survey		We decided not to do a survey of participants last year, but if you want to get feedback on anything, make that now.	
1 week before	Invite "Newish Faculty" and All Faculty to Meet & Greet Luncheon		And a reminder the day before.	Last year's email invites.

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Week of Event	Prepare handouts		Copy Program, "Important Dates" handout (with Add/Drop dates, end of semester, etc.), Presenter Materials...anything else useful to New Faculty.	
	Pick Up Pads from Print Shop	Neighborly Librarian		
	Stuff Folders			
	Make signs for tables		Two for each Center/Office tabling (one for the front of the table, one for the top where they can see it). These get taped on the morning off during setup.	Last year's signs, this year's RSVP list.
	Make Sign-In Sheet and "Sign-In Sign"			
	Make "Time Keeping Signs"		Don't be afraid to use them.	
	Reminder Emails to New Faculty, Newish Faculty, Participants, and All Faculty.			
Day of Event	Assign people for: Sign In _____ Welcome _____ Chartwells _____ Tables (2 people): _____ Conclusion _____		Don't forget to bring all the signs and folders, tape and markers, pens (OW if you got them). Someone needs to keep time. Someone needs to direct Resource Tablers as they arrive. Someone needs to welcome/conclude.	

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Week After Event	Thank Yous		At a minimum to the Presenters and Tablers. As appropriate, attach the program for the day so that they can include in their files.	
	Follow ups on Issues/Questions/Requests		Presenters sometimes offer to share information, and sometimes new faculty have questions that we offer to follow up on.	
	Invites to upcoming events		New Faculty are often eager to get involved. Be sure to reach out to them personally about participating in roundtables, etc.	