

Use of Diversity Fellow Participation at Event Guide and Checklist

Please contact a Diversity Fellow Coordinator for help with the following checklist. In addition, the following information is to be supplied to one of the two coordinators: Cindy Brodsky at 631/444-5272 or Cindy.Brodsky@stonybrook.edu or Christina Vargas Law at 631/632-6280 or christina.law@stonybrook.edu

Name	E-mail	Telephone	
Event Description			
Dialogue Time (approximate is acceptable)			
Synopsis of events taking place			
Event Location (Building, Room)	Dialogue Location (logistics)		
Room Arrangement for Dialogue (chairs in a circle is preferred)			
Potential Dialogue Participants (check all that apply):			
		Number (estimate)	Percent (estimate)
Students			
Employees			
Off-Campus Attendees			
Other (please indicate):			
Method of Communicating Dialogue Component to Your Participants: (We ask that you cover pre-program communication and communicate during the program.)			
Pre-program (check all that apply) <input type="checkbox"/> Indicated on program brochure <input type="checkbox"/> Indicated on program invitation <input type="checkbox"/> Indicated on web site <input type="checkbox"/> E-mail distribution, announcement <input type="checkbox"/> Other (please describe):		During program (check all that apply) <input type="checkbox"/> An announcement at the beginning signs posted <input type="checkbox"/> An announcement at the end of the event <input type="checkbox"/> Other (please describe):	
Is there a preferred opening question to begin the dialogue?			

□