



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: Kevin Hauss at 631/632-6132 or kevin.hauss@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?		

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