

# Event Leader Instructions

## Before Event

- Coordinate event details with group contact.
- Communicate and organize details with fellow hosts.
- Remember that everyone is required to wear a Lunar Sooners T-shirt or sweatshirt.
- Organize and acquire materials and transportation for the event. **Mark all materials used, including keys, on the checkout sheet in the equipment room.**
- Assign all hosts roles for the event.

## During Event

- Ensure the fire code is followed.
  - South Observatory Roof/Classroom: 25 Max. Occupancy
  - Nielsen Hall Roof: 20 Max. Occupancy
- Follow the [laser safety guide](#).
- Ensure the event is running smoothly for all guests.
- If possible, distribute Lunar Sooners business cards and take pictures of the event. Please follow the picture guidelines.

## After Event

- Return all equipment/materials to their original locations.
- Submit signed [compensation agreements](#) to the Treasurer.
- Submit completed even checkout forms to the Secretary. For every event, submit one Event Overview form and one form per telescope.
  - [Event Overview](#)
  - [16-inch Telescope](#)
  - [Orange Telescopes](#)
  - [Black Telescopes](#)
- Provide a few sentence summary of the event
- Provide feedback of the event at the next Lunar Sooners meeting