

Event Checklist and Timeline

Four to five months before the event

Activity	Person Responsible	Due Date
Choose and set the date making sure it agrees with key attendees' calendars. Avoid religious and other holidays		
Initiate event planning and establish responsibilities		
Reserve date on key attendees' calendars		
Determine and reserve venue		
Determine funding and budget sources		
Contact <u>The Office of the Chancellor</u> if you would like him to participate		

Three to four months before the event

Initiate program discussion		
Determine guest list and create database		
Design save-the-date cards		
Determine need for memento		
Create invitations / RSVP cards; Obtain approvals		
Reserve parking for VIPS and establish plan for VIP seating at event		
Block hotel rooms for out-of-town guests		

Two to three months before the event

Confirm speakers and find out about presentation needs		
Develop draft of program		
Determine precise area at venue for stage and seating		
Determine event signage requirements (pedestrian & vehicle)		
Determine onsite registration procedures including ushers		
Book event with caterer & establish preliminary menu and budget		
Contact Transportation for parking assistance		
Contact Campus Police for safety and security review		
Contact a company for bus and car transportation		
Contact vendors as required for:		
Tent, stage, podium, chairs, tables		
Electronics such as sound system, lighting, LCD projector, DVD, laptop		

Flowers, plants, balloons, other decorations		
Memento(s)		
Mail save-the-date cards		
Begin design of memento(s)		

Six weeks before the event

If alcohol is being served, request necessary campus approvals and complete forms Link to alcohol forms.		
Place order for invitations and RSVP six to eight weeks prior to the event		
Send invitations		
Order memento(s)		

Four weeks before the event

Approve final program		
Draft script or talking points for speakers		
Work with University Communications on copy for internal and external press releases		
Meet with vendors on site		
Consider site preparation (special cleaning, equipment, and trash removal) (Contact Facilities Management for assistance)		
Prepare event signage		

Two weeks before the event

Review planning group and staffing assignments for day of event		
Meet on site with operational staff such as transportation officials and ushers to discuss responsibilities		
Meet with caterer on site to discuss setup and final menu		

One week before the event

Send caterer final count (catering deadlines may vary)		
Print programs, name badges, and seating cards		
Confirm arrangements with vendors		

24 hours before the event

Contact caterer to verify all arrangements		
Confirm security requirements		
Ensure tent, chairs, tables, stage, podium are in place		

Day of the event

Check location setup to include chairs, tables, podium, food		
Arrange printed material, nametags, mementos, etc. on registration table		
Check sound and lighting equipment with vendor(s)		
Ensure space and hook-ups are available for media		
Ensure decorations are in place		
Place water at podium		

One to five days after the event

Write thank you notes and send photos to important guests. Also send thank you notes to speakers, volunteers, staff, and others as appropriate		
Complete written evaluation of the event with suggestions for future events		
Coordinate event story and photographs with University Communications		