

Event Checklist and Time line

Three months before your event:

	Person Responsible	Due Date	Completed
Establish planning group and appoint chair			
Hold planning meeting (event goals and details)			
Establish responsibilities			
Determine funding and budget sources			
Reserve date on key attendees' calendars (President/Chancellor)			
Determine availability of room and reserve venue (Sheila: Classrooms, Teresa: Theatre or Zulema: Cafeteria)			
Confirm speaker and speaker needs			
Book hotel rooms for out of town speaker, VIP guests			
Determine guest list, request alumni data			
Sign contract and mail deposit(s)			

Two months before your event:

	Person Responsible	Due Date	Completed
Create invitations, postcards, posters, handouts and related materials (i.e. map, etc).			
Determine signage requirements (pedestrian & vehicle)			
Determine on-site registration procedures, including ushers			
Book event with caterer and establish preliminary menu			
Contact vendors as required for: tent, stage, podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc), flowers, plants, other decorations			

Six weeks before your event:

	Person Responsible	Due Date	Completed
Fill out and send Facilities Application Form to officially reserve room, Provide as many details as possible, including: copy of floor plan, specific details for Maintenance, Media and Theatre Technician (if applicable)			
Fill out and send Suspension of Permit Enforcement Form (if applicable)			
Add your event to the Web Calendar and Portal			
If alcohol is being served, request necessary approvals on ABC permits.			
Arrange for photographer			
Print and send invitations			

Four weeks before your event:

	Person Responsible	Due Date	Completed
Approve final program (if applicable)			
Work with Public Events on advertising (including sending announcement submission form and electronic files)			
Draft script or talking points for speakers			

Four weeks before your event (continued):

	Person Responsible	Due Date	Completed
Meet with vendors on site, follow up on all orders and process final payment			
Prepare event signage			
Send electronic invitations			
Consider site preparation (special cleaning, equipment and trash removal) (Contact Facilities Operations for assistance)			

Two weeks before your event:

	Person Responsible	Due Date	Completed
Submit Announcement Submission Form to Public Events			
Review 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			
Send out attendance update to planning team/key players			

One week before your event:

	Person Responsible	Due Date	Completed
Send caterer final count			
Print programs, name badges, seating charts, place cards, etc.			
Confirm arrangements with vendors			

24 hours before your event:

	Person Responsible	Due Date	Completed
Contact caterer to verify all arrangements			
Confirm security requirements			
Ensure tent, chairs, tables, stage, podium are in place			
Arrange printed material, nametags, 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-five days after your event:

	Person Responsible	Due Date	Completed
Write thank you notes to speakers, volunteers, staff and others as appropriate.			
Complete written evaluation of the event with suggestions for future events.			
Send photos and story to Claudette for insertion into President's Monthly Report			