

Event Checklist

Conference Services Office

Event: _____ Date(s): _____

Alternative Date(s): _____

Beginning Time: _____ Ending Time: _____

Group Name: _____ Expected Attendance: _____

Contact Name: _____ Contact Phone: _____

Fax # _____ Email: _____

Group Address: _____

City: _____ State: _____ Zip: _____

Description of Event: _____

Helpful Steps for Planning Your Event

Setting a Date and Time

- _____ Establish time when guests will be arriving and checking out
- _____ Establish time for pre-event meeting.

Contract

- _____ Read contract and verify with Business Manager that contract provisions can be met
- _____ If liability or legal questions arise, contact Business Manager
- _____ Have Event Contact sign and return contract with any initialed and dated changes
- _____ Send insurance
- _____ Send deposit by designated date

Lodging

- _____ Coordinate rooms using dorm layout worksheets
- _____ Verify which rooms will need a VIP setup, if any
- _____ Decide where to have check-in and coordinate with Conference Services Coordinator
- _____ Decide if keys will be handed out to guests
- _____ Establish if there will be a need for assistance during load-in

Room Reservation

- _____ Establish how many types of rooms will be needed
- _____ Confirm number of rooms reserved and capacity of each room

Room Set-Up

- _____ Choose the room(s) where each session will be held
- _____ Contact Conference Services Coordinator for sound requirements

Technical

- _____ Decide what sound needs will be required in each meeting room
- _____ Rent sound and light equipment if necessary
- _____ Check to see if electricity is adequate at event location
- _____ Establish if there will be a need for assistance with any load-in materials into meeting rooms
- _____ Check with speakers to see if they have any audio and/or visual needs

Last Minute Event Tasks

The Week of the Event

- _____ Call speaker or presenter to confirm
- _____ Check speaker contract to be sure all contract details have been or are being met
- _____ Confirm lodging reservation(s)
- _____ Confirm campus room reservation(s) and confirm technical equipment
- _____ Go through *Event Checklist* to be sure all is complete and ready

The Day Before the Event

- _____ Check room to be sure it is set up properly
- _____ Check technical needs to be sure they are in place and working
- _____ Obtain contact information of pertinent Conference Crew Members

At the Event

- _____ Report any safety/maintenance/room concerns to a Conference Services Crew Member

After the Event

- _____ Inform Conference Services of any damages that may have occurred during your stay
- _____ Perform a final walk through of all facilities used to ensure that nothing is left behind
- _____ Congratulate yourselves for a job well done!