

FACULTY & STAFF EVENT PLANNING CHECKLIST

Event Name:

Event Date:

Estimated # of Attendees:

2-4 Months Out

- ☐ Determine your desired event dates (having a few backup dates is always a good idea in case your first choice is not available!)
- ☐ Figure out the scale of your event:
 - Which space(s) will you need?
 - Will there be breakout sessions?
 - Will you have performers or dancing?
 - Will this event be ticketed?
 - Does this event involve minors under the age of 18?
- ☐ Will this event have an off-campus speaker or off-campus attendees?
- ☐ Will there be VIPs that may require additional security or other considerations?
- ☐ Request your space(s) in VEMS
- ☐ Refer to the [CES Resources List](#) to ensure that you have gone through the proper channels for all your event needs.

1 Month Out

- ☐ Submit catering order(s)
REMINDER: ALL catering must be supplied by Chartwells, **UNLESS:**
 - You are having pizza
 - Your order is under \$200
 - You filed a food exception form with Chartwells and it was approved
- ☐ Finalize Audio/Visual needs with your event coordinator - deadline is 3 weeks out

2 Weeks Out

- ☐ Finalize room setup with your event coordinator

Week of Event

- ☐ Keep your communication channels with vendors and support staff open
- ☐ Remember that last-minute changes will result in unwanted fees!
- ☐ Enjoy your event!

