

# RSO 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?

- RSOs: Enter your event in Tiger Zone
- 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 \$500
  - 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!

