

Faculty & Staff

# EVENT PLANNING CHECKLIST

BROUGHT TO YOU BY UOFM  
CONFERENCE & EVENT SERVICES



Event Name:

Event Date:

Est. # Attendees:

## 2-4 MONTHS OUT

- ☐ Determine your desired event dates (having a few backup dates is always a good idea!)
- ☐ Figure out the scale of your event:
  - What space(s) will you need?
  - Will there be breakout sessions
  - Will you have performers or dancing?
  - Will this event be ticketed?
- ☐ 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.

## 2 WEEKS OUT

- ☐ Finalize room setup with event coordinator (if you have not already done so)!

## 1 MONTH OUT

- ☐ Submit catering order(s).
  - **REMINDER:** ALL catering must be supplied through Chartwells **UNLESS:**
    - You are having pizza
    - Your order is under \$200
    - You filed a food exception form with Chartwells and it was approved.
    - Your event is at the FIT building, which uses Holiday Inn catering.
- ☐ Finalize Audio/Visual needs with your event coordinator if you have not already done so (deadline for this is 3 weeks out!)

## 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!**