EVENT PLANNING CHECKLIST

BROUGHT TO YOU BY UOFL 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.

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!)

2 WEEKS OUT

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

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!