

Event Title _____ **Event Date** _____

EVENT TIMELINE:

6-9 MONTHS PRIOR

- Determine the purpose, format, and feasibility of the event
- Determine 3-4 preferred dates for event or the preferred month
- Meet with Conference and Event Office to discuss location and date possibilities.
- Determine 3-4 preferred dates for event or the preferred month
- Make sure these dates do not conflict with other significant events or religious holidays
- Research possible site locations for event
- Discuss any potential speakers for event
 - Contact appropriate office to check for speaker's availability on proposed dates
- Determine # number of projected guests, invite groups and any research requests that may be necessary to create guest list
- Finalize date and space reservations for event
 - Update VIP Participants
- Prepare projected event budget and submit for approvals

9-12 WEEKS PRIOR

- Finalize set up and a/v needs for event
- Reserve equipment
 - A/V equipment
 - Tables, chairs, podium, etc.
- If using a vendor/rented equipment, send copy of contract to Conference & Event Office
- Finalize speakers for event
- Determine catering needs & place order(s)
- Check with photographer for availability
- Create invitation lists – contact VIP offices for any additional invitees they would like to include
- Create invitations and send to appropriate staff for review and approval
- Obtain a quote from printing company

5-10 WEEKS PRIOR

- Create and draft scenario with suggested speaker bullet points
- Finalize menu selections
- Contact speaker to discuss event – equipment needs, style of lecture, etc.
- Send draft scenario with suggested bullet points and send to VIPs for review
- Contact VIP offices to work on desired speaking points – they may request assistance with content
- Send invitations to printer
- Finalize invite lists

- Invitations back from printer
- Stuff invitations, seal and stamp
- Send out invitations
- Order any gifts for speaker and/or attendees
- Manage RSVP list and cross reference name spellings with invite list

2 – 4 WEEKS PRIOR

- Submit the final event scenario to VIPs
- Check in with speakers to see if his/her equipment needs are being met
- E-mail or call those invitees who have not responded
- Finalize details with caterer, rental company, and all vendors
- Take delivery of favors, mementos, novelty items and double-check for correct amount
- Enlarge diagram of the room to be used as seating chart

1 WEEK PRIOR

- Submit the following documents to VIPs:
 - o Guest list (*noting confirmed/pending/regrets*)
 - o Final table guests (if applicable) with bio information and table seating diagram
- Evaluate response list and determine if any follow-up calls/e-mails need to be made
- Create the seating chart
- Make catering guarantees
- Gather all presentation items such as gifts, plaques, trophies. Collect ceremonial items. Designate one person to be in charge of transporting all to the event site
- Finalize presentation and load presentation on laptop/flash drive
- Copy handouts (if applicable)

3 – 5 DAYS PRIOR

- Finalize guest list and send to VIPs for review
- Send final scenario and guest list to relevant volunteers and staff
- Prepare packets
- Call to confirm parking reservation
- Create shot list for photographer

1 DAY PRIOR

- Finalize seating chart
- Finalize catering order numbers
- Establish # of attendees and create nametags
- Send reminder email to attendees/call RSVP list
- Handle any last minute RSVPs
- Send any updates to relevant volunteers and staff
- Remind staff of any materials that they may need to bring
 - o Camera
 - o Handouts
 - o Gifts for speakers/attendees

EVENT DAY

- Arrive early!!
- Bring the final scenario, banquet orders, seating charts, name tags, table assignments, guest lists and event supply box with you
- Check room for set up and equipment check
- Ensure requested special accommodations have been made
- Ensure catering arrives on time
- Run through equipment with speaker (if possible)
- Set up registration. Be sure it is ready no later than 30 minutes prior to the start of your event
- Follow your event scenario and program timing
- Take photos (if applicable)
- Takes notes during event about the flow of the activities

Day of event (after)

- Ensure that catering/equipment rental is picked up
- Clean up room
- Collect extra handouts/materials

POST EVENT

- Schedule wrap-up meeting and discuss follow up items
- Survey attendees, if appropriate
- Finalize & send attendee list with Advance ID#

2 – 5 DAYS POST EVENT

- Process photos and create CDs/prints
- Mail CD/prints to appropriate people