

Event Planning Check List

Step 1: Facilities

- Select a date for your event
- Reserve the room(s)/ Facility for your event: don't forget lodging needs
- Sign reservation confirmation and return to University Events Office
- Submit a copy of insurance information to University Events Office

Step 2: Logistics

- Room Set Up: work with University Event Staff to determine room set up
- Audio Visual Needs: include requests for AV needs with your room set up
- Catering: determine your catering needs and budget and work with University Event Staff to place your order. Remember to consider guests that may have special dietary needs.
- Alcohol: determine if your event will include beer and wine, if so fill out and submit the Request to serve alcoholic beverages on campus form.

Step 3: Guests

- Inform your guests of your event
- Arrange travel to and from the University for you and your guest if necessary
- Inform the University Events office if you have guests that will require special accommodations
- Prepare materials for your guests:
 - Agenda/ Programs
 - Welcome Packets
 - Campus and Billings Maps (University Events would be happy to provide these)
 - Name Tags

Step 4: Leading Up to the Event

- Finalize your count for room set up and catering
- Finalize any decorations you will be ordering and setting up in your facilities, Ensure University Event Staff is fully aware of any delivery and collection times planned by outside vendors
- Arrange travel to and from the University for you and your guest if necessary
- Provide University Events with a final copy of your agenda for use in making signs

Step 5: Evaluation, Billings & Payment

- Review your bill that you receive approximately one week following your event
- Fill out the Event Evaluation your receive in the mail
- Return payment and event evaluation