

EVENT PLANNING TIMELINE

3 WEEKS IN ADVANCE

- Turn in publicity/marketing requests to Student Programming Coordinator
- Work with Advisor on any purchases that need to be made
- Complete Event Planning form

DAY OF EVENT

- Check room/space to make sure all equipment and arrangements are in place
 - Post directional signs if needed
- Check all decorations are in order
- Confirm staff is in place

6 WEEKS TO A MONTH IN ADVANCE

- Determine purpose and event plan
- Develop budget and marketing strategy
- Determine volunteer needs
- Create timeline for event
- Discuss plan with your Advisor (Request room reservation)

1 WEEK IN ADVANCE

- Finalize agenda or program
- Give and confirm final staff assignments
- Check on any final payment and supply arrangements

AFTER EVENT

- Secure all materials and leave space in condition it was found
- pick up all garbage
- Advisor - deposit money to Fiscal Officer, if applicable
- Send thank you notes!
- Have a meeting to debrief