Event Title_____   Date_____

Immediately

_____Event Planning Worksheet complete

_____LU, local school and community calendars checked and date selected

_____Budget approved

_____Setup needs determined

_____Venue secured

_____Event posted on university calendar

_____Entertainment/speaker confirmed

_____Guest list complete using guest list template

Four Weeks Prior

_____Invitation created

_____Invitation submitted for approval to Office of Event Management

_____Marketing and PR notified of publication needs—flyers, menu cards, posters, programs, press releases, etc..

_____Gifts for speaker ordered (as needed)

_____Favors, giveaways, awards, certificates, pins, medallions, plaques, etc. ordered

_____Photographer scheduled

_____Interpreters scheduled as needed

Three Weeks Prior

_____Invitations sent

_____Parking requested through LUPD

_____Security requested through LUPD

_____Preliminary catering order placed

_____Request to Purchase Alcohol with University funds doc completed

_____RSVP list set up and someone assigned to maintain

_____Décor and linens ordered

_____Any work orders to move items or for special cleaning placed

_____Media Services requested

Event Title_____   Date_____

One Week Prior

_____Follow up calls/emails made to unresponsive guests

_____Programming details finalized

_____Program participants contacted and notified of order and timing

_____Registration materials assembled

_____Registration attendant assigned

_____Coat check attendant assigned as needed

_____Follow up call made to Facilities re: any special requests

_____Final number submitted to catering and venue

_____Submit any special dietary needs to catering

Three Days Prior

_____Seating assignments made

_____Name tags printed

_____Reserved signs printed

_____Agendas printed

_____Placards/place cards printed

_____Vendors contacted to determine delivery times

_____Delivery times communicated to venue manager

The Day Before the Event

_____Program rehearsed

_____Media tested on equipment at venue

_____Reminder calls made to LUPD

_____Décor complete

Day of

_____Greet vendors for load in

_____Registration set up

_____A/V Tested again including mic check