

Campus Events Planning Guide

Event _____

Event Date _____ Location _____

Planning an event requires advance planning. When you engage others in your planning process it becomes even more critical to do advance planning.....because your timeline affects the workload of other offices. The following guidelines represent the event related deadlines on campus. Please note the dates when your specific items are due. **Be sure to determine your space needs and reserve your rooms immediately, if you have done so already.** Feel free to contact the office of Conferences and Events for any help in the planning process.

Fill in the specific dates for your event	Deadline prior to event (Note: these are all minimums)	Description	Service Department
	2 months	Event Registration Form processed and added to Event Calendar and space reserved for events promoted off campus	Conferences and Events
	8 weeks	Information supplied for off campus promotion requiring print pieces	Public Relations
	5 weeks	Information supplied for off campus promotion requiring press releases	Public Relations
	4 weeks	Plan for service providers involved	Conferences and Events
	3 weeks	Event Registration Form processed and added to Event Calendar and space reserved for events intended for on-campus audiences only. No public relations support will be provided.	Conferences and Events
	2 weeks	Plan menu with food providers	Sodexo / CMC
	2 weeks	Performance Venue Planning Sheets due (Umble, Sauder, Rieth)	Production Manager
	2 weeks	Requests for any Physical Plant needs (setups, etc.)	Physical Plant
	2 weeks	Request for audiovisual needs	ITSMedia
	2 weeks	After this point, no unplanned services are generally available with special arrangements. (This includes PR, Food, AV, Production, etc.)	Conferences and Events
	10 days	Final counts for food providers due	Sodexo / CMC
	7 days	At this point, audiovisual requests and changes are considered a late request and subject to denial or extra charges	ITSM