

Event Planning Timeline

If you would like to request assistance with planning an event, contact [Shiella Cervantes](#) or the [Collective for Asian Pacific Events](#).

3 Months Before

- Email speaker/performer or booking agent with possible event dates. Ask for a quote, including travel and accommodation expectations.
- Choose date and time, taking into account academic calendar and other events.
- Check available venues on campus for availability and book space.
- Put together budget for the event, including possible funding sources.

2 Months Before

- Submit funding applications. **Remember: Group must have full amount available in budget before contract will be signed.*
- Finalize booking details. Submit standard University contract to speaker/performer for signature.
- Submit signed contract to the Office of Student Affairs. **Remember: Students are not allowed to sign any contracts. Contracts should be submitted to the Office of Student Affairs.*

1 Month Before

- Contact speaker/performer to determine A/V needs and request official bio for promotion.
- Contact and confirm any additional student performers.
- Contact food vendors for a menu and quote. Book food vendor.
- Submit requests for any funding still needed.
- Place requests for any necessary A/V, housekeeping, security, etc.
- Design promotional material. Make sure to include all sponsors and event partners. Obtain permission to use copyrighted material from speaker/performer.

3 Weeks Before

- Begin promotion (email, FB event, postering).
- Meet with Perelman Quad event coordinator to confirm room layout and event requirements.

2 Weeks Before

- Begin Locust Walk flyering shifts.
- Send speaker/performer schedule of event. Request outline of presentation.
- Contact food vendor to confirm order.

One Week Before

- Contact speaker/performer to confirm travel plans and receive updated contact information.
- Run of show schedule finalized and distributed among coordinators.
- Confirm accommodations and travel arrangements.

- Assign day-of tasks to board members/volunteers.
- Print programs for event.
- Print name tags if necessary.
- Buy thank you gift for speaker/performer.
- Buy decorations if necessary.

Day Before Event

- Call food vendors to confirm delivery time.
- Call A/V if third party vendor to confirm arrival time, set-up, and sound check if needed.
- Confirm arrival time with student performers.
- Share phone numbers among coordinators if needed.

Day of Event

- Meet or pick up speaker/performer if necessary.
- Decorate venue, display signage and directions if necessary.
- Supervise food and A/V set-up.
- Set up check-in table.
- Print out sign/in sheet evaluations if necessary.

Post-Event

- Collect all receipts, including all travel receipts from speaker/performer.
- Submit receipts to budget administrator.
- Write and send thank you notes.
- Submit event reports if necessary.
- Administer assessment to event attendees if necessary.