

Campus Event Planning Checklist

Fill out this checklist before you begin planning your event so that you'll have the information on hand. Don't worry if you don't know the answers to some of these questions right now - just keep them in mind as you're going through the planning process.

Basic Information	
Event Name:	
Event Date/Time:	
Event Location:	
Speakers or Special Guests:	
Expected Attendance:	
What other events are scheduled on campus at this time?	
Physical Needs	
Will you need tables, chairs, portable backdrop, lecturn, plants, podium, etc.?	
If so, what do you need?	
How many do you need?	
How would you like to have them arranged?	
Will you be serving food or beverages?	
Do you plan on serving alcohol?	
Do you expect any guests with special dietary needs?	
Will you use an outside vendor or Aramark (campus food services)?	
Will you need any audio/visual equipment?	
If so, what equipment will you need?	
Will you need Internet or phone service in the room?	
Will you need someone to help you run the equipment?	

Will your event attract media requiring a multibox, platform or special seating?	
Preparing the Room	
Will you need to have the room cleaned? Before, afterwards, or both?	
How complicated is your set-up? Will you need to reserve extra time to accommodate for it?	
Is your event on the weekend or after-hours?	
If so, will you need to hire guards?	
Will you need to have someone unlock the room?	
Will you need heating/air conditioning?	
Guests	
How will your guests learn of the event?	
What parking accommodations will your guests need?	
Will you need to arrange travel to/from the university?	
Will you be giving out gifts to your speakers and/or attendees?	
Will you need to print up nametags for your guests?	
Are you expecting guests with disabilities?	
If so, what special accommodations need to be arranged?	
Publicity	
Is your event going to be private?	
If so, will you need to print up invitations?	
Will you need to hire a photographer?	
Is your event going to be public?	
If so, could your event have potential for announcement placement in new calendars?	
Have you reviewed your event with the communications manager assigned to your area?	

Will you need to print up flyers or advertising posters?	
Do you have a budget for advertising in the UT Dallas Mercury or beyond?	
Have you entered your event in the Comet Calendar?	
Extra Notes	
Comments:	
Potential Issues:	

For questions or suggestions regarding this document, please contact:
 Danielle Derbe | (972) 883-2204 | danielle.derbes@utdallas.edu

Additional resources at: <http://www.utdallas.edu/events>