

# Event Checklist

Before hosting an event please, make sure the checklist below is complete.

## Planning (not less than 4 months in advance of event)

- Determine dates for the event
- Determine an estimate number of attendees
- Obtain quotes from various possible locations for the event (if using the school facilities, please use the internal facility reservation form)
- Lineup additional instructors (if necessary)
- Create a rough agenda for the event
- Publicize event (mailing, website, etc.)

## Arrangement (2-3 months in advance of event)

- Confirm estimate of attendees
  - Reserve rooms
  - Choose a caterer
  - Reserve any equipment (AV, etc.)
  - Reserve any hotel rooms (if necessary)
- If alcohol will be served, submit the alcohol approval <http://www.fs.uiuc.edu/cam/cam/viii/viii-10attach.pdf> form
- Confirm additional instructors (if necessary)
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graph LR; A["Reserve rooms  
Choose a caterer  
Reserve any equipment (AV, etc.)  
Reserve any hotel rooms (if necessary)"] --> B["Create a Purchase Order by giving the necessary information to the business office"]
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## Arrangement (2 weeks before event)

- Contact caterer and event site to give updated count
- Order supplies (nametags, binders, dividers, etc.)--\*Order extra for last minute registrations
- Finalize agenda

## Set-up (1 week before event)

- Contact caterer and event site to confirm final count
- Print/copy any materials
- Assemble materials (nametags, binders, etc.)

## Execution (day of event)

- Arrive at event site early to confirm appropriate set-up
- Set-up registration table (if necessary)
- Layout materials