PRE-EVENT PLANNING -- up to 6 months in advance

Complete an Event Intake Form

Contact Event Manager in the Office of the President to schedule an event consultation, if desired

Complete Special Event checklist on UNTHSC Special Event Page

Define event objectives and goals

Define target audience and estimate attendance

Define event type (reception, seated dinner, buffet …)

Determine the budget and program

Order catering

Choose dates based on other campus events and mandatory participants’ schedules

Research and book meeting site location

If on campus, through Room Scheduling

 If off campus, look at venues

Meet with Office of Brand and Communication to create an advertising and promotional plan

Design signage and printed materials (publicity pieces, invitations, programs, etc.)

Decide on any media and press announcements

Contact CETS for A/V equipment, podiums, technicians etc. at least 2 weeks ahead of time

Do UNTHSC Work Order after determining room set-up

 Equipment requirements, tables, chairs, staging, etc.

 Contact Custodial Services if additional trash cans are needed

Rent any additional equipment needed

Recruit event team

Find and confirm speakers and entertainment

Finalize speaker presentation, get bio/photo info and arrange travel and accommodations

Submit room list and confirm arrangements if travel booked

Set up budget tracking system

Review and set up security needs, parking -- contact UNTHSC Police

Contact Environmental Health and Safety Office to review event safety concerns

Develop back-up plans, where needed

WEEK BEFORE PLANNING

Finalize event program and script

Have a team meeting to review ALL details

Brief volunteers, event staff, hosts and greeters

Provide food and beverage catering numbers

Create any seating plans required

Finalize RSVP list and name badges

Reconfirm equipment requirements, parking with HSC Police, and Work Orders (staging, lighting, tables and chairs, A/V equipment, podiums, garbage/recycling collection, etc.)

EVENT WEEK PLANNING

Confirm meeting materials, supplies, giveaways, speaker gifts have arrived

Check RSVPs daily

Confirm food and beverage catering numbers

Review Banquet Event Order

Review event/meeting details and do a complete event/meeting space walk-through -- make any last-minute changes

Reconfirm service and support -- rentals, speakers and entertainment

EVENT DAY PLANNING

Be sure you have all the necessary documents (lists, keys, telephone numbers, passes, badges and VIP info) on hand

Check in with the team to ensure everything is set-CETS, HSC Police, caterer, volunteers etc…

Confirm function room set-up

Review banquet event order

Ensure event info is posted

Make sure signage is in place

POST EVENT PLANNING

Identify staff that have provided exceptional service

Send thank you and appreciation notes

Consider an after-action review of event strengths and weakness

Consider a post-event survey or informal poll to understand what worked and what didn’t with participants

Update the budget with actual expenses