

Event Planning Checklist

This is a brief checklist of steps to planning your events.

SIX TO EIGHT WEEKS PRIOR TO EVENT:

- Determine size and scope of your event.
- Determine event budget and secure funding sources (See business office Suite 931).
- Determine your co-sponsors (*if any*) and invitees.
- Check the Law School event room reservation system for available dates at [https://25live.collegenet.com/depaul/#home_my25live\[0](https://25live.collegenet.com/depaul/#home_my25live[0) and make your room reservation.
- Submit your event to the online calendar go to events.depaul.edu. Log-in using your campus connect information to submit your event.
- Confirm speakers and participants availability. Discuss time, date, and place, as well as dietary requirements, type of travel, payment, and technical needs. If the event will be recorded, ensure the speaker is aware of the Law School speaker release form policy.

FOUR TO SIX WEEKS PRIOR TO EVENT

- Establish a publicity plan for the event. Create print materials including invitations, brochures, posters, etc. (**See Office of Communications [Services and Guidelines](#) document**).
- Set-up Eventbrite registration page (**see Events Department room 931G**)
- Book travel arrangements and communicate travel reimbursement guidelines to participants (**See Events Department Suite 931**).
- Seeking CLE for your event (**See Events Department, 931G**)

TWO WEEKS PRIOR TO EVENT:

- Send reminder email to invitees.
- Meet with all involved staff to discuss logistics for the day of the event.
- Finalize catering arrangements. You can make changes 72 hours before event.
- Check in with speakers and/or participants to confirm travel arrangements and event details
- Request work orders for room set-up, tables, trash cans (**Business Office, Suite 931**).
- AV requests (**x28785**)



3 - 5 DAYS PRIOR TO EVENT:

- Confirm number of attendees with the Chartwell caterers (**x25041**).
- Confirm work order requests (**Operations Office, Suite 960 O'Malley**).
- Pick-up print materials, brochures (**Communications Department 3rd floor**).
- Print/copy nametags and other materials as needed.
- Confirm AV requests (**x28765**).

DAY PRIOR TO EVENT

- Send a final email reminder to invitees.

DAY OF EVENT:

- Check room to make sure it is clean and holds the necessary equipment and furniture.
- Meet caterers.
- Place water at the podium for each speaker.
- Set-up name tags and/or distribute programs/materials on registration table.
- If recording event, collect media services release forms from speakers.

ONE WEEK FOLLOWING EVENT:

- Send speakers thank-you notes.
- Pay vendors. Submit original/itemized receipts for payment/reimbursement (**Business Office, Suite 931**).
- Debrief with planning team. Discuss and document possible improvements in the process for next year.
- Document all event details.
- Immediately book your same space for next year's event.