

Large Event Timeline & Checklist

BEGINNING OF SEMESTER / NO LATER THAN EIGHT WEEKS BEFORE

- Hold a meeting and brainstorm event(s)
- Discuss proposed event with faculty advisor
- Vote on and approve the event
- Create a budget
- Select a contact person for your event
- Select several possible dates for your event (in case a desired date is already occupied on calendar – see Student Handbook and calendar located at <http://rooms.vermontlaw.edu>)
- Come to the Office of Student Affairs located on the 2nd floor of Debevoise Hall and pick up the VLS Guidelines for Reserving Dates, Space & Catering for Campus Events.
- Await Dean Jefferson's provisional decision
- Speaker
 - Once approval received from the Office of Student Affairs, invite the speaker(s)
 - Make sure any contract with the speaker(s) is reviewed by the Office of Student Affairs and signed by Dean Jefferson
 - Once approval is received, the Office of Student Affairs will email a summary of the event to the student group, Information Technology, food Services, and Buildings & Grounds.

SEVEN WEEKS BEFORE

- Call to confirm speaker
 - Request bio and handout information. Once received, send extra copy to Helen McCarthy located on the 2nd floor of Debevoise Hall
 - Inquire whether A/V equipment, PowerPoint, etc. needed
- Contact person should:
 - Give instructions on how to purchase items needed for the event
 - Select a committee to set up and clean up
 - Select someone to greet and introduce the speaker(s) as well as add closing remarks, as appropriate
- Arrange for overnight accommodations for guest speaker
 - If reserving a hotel room, consult the list in the Student Handbook
 - Dean Jefferson's office is available to assist you in this

SIX WEEKS BEFORE

- Contact Media Relations to assist in publicizing the event (if event open to public) and designing invitations and programs, as appropriate
- Email Deans, Department Heads, Faculty, and Staff so that they can mark their calendars
- Contact Alumni Office (if event open to VLS alumni)
- Contact IT regarding audio visual needs for event
- Contact B&G about event set-up, clean-up, etc
- Have invitations mailed (as appropriate)
- Contact Pam Leggett at Fitz Vogt Associates or other approved caterer if planning food and beverage*
 - Provide for vegetarian and other dietary needs
 - We encourage the use of local products
 - If serving alcohol, complete Alcohol Event Planning document
 - Once catering needs are confirmed with Fitz Vogt Associates, complete Purchase Order to be signed by Dean Jefferson

*If using an outside caterer, please contact Dean Jefferson's Office.

- Invite someone to introduce speaker(s) and/or give opening remarks

FOUR WEEKS BEFORE

- Meet with the Office of Student Affairs to review Event Checklist (Mandatory)
- E-mail students about the event
- Place a notice in The Forum
- Ensure event added to VLS calendar on web
- Check in with Media Relations and Alumni Affairs again

TWO WEEKS BEFORE

- Prepare a gift bag for the speaker(s), as appropriate
- Place flyers/posters on campus to publicize the event
 - Must be approved by Office of Student Affairs and posted in B&G approved areas
- Organize transportation to and from the event for guests or speakers
- Send reminder email to VLS community about the event

ONE WEEK BEFORE

- RSVP deadline
- Confirm head count
- Make name badges if necessary
- Make directional signs
- Give final agenda and program to Office of Student Affairs and Helen McCarthy in Dean Shields' Office
- Obtain the VLS banner from Office of Student Affairs for registration or display table
- Make table tents if needed
- Call to confirm pick up or delivery of food and beverages with caterer and also to confirm headcount
- Send task reminders to the committee
- Make sure bios/resumes are completed for the speaker(s) and have been submitted to either Helen McCarthy in Dean Shields' Office on the 2nd floor of Debevoise Hall
- Make sure speaker gifts are packaged or wrapped

ONE DAY PRIOR

- Send reminder by email to students, faculty and staff, as appropriate

DAY OF THE EVENT

- Place directional signs to the event
- Make sure room is set up properly
 - Tables (including registration tables and buffet lines)
 - Chairs
 - Decorations
 - Check microphone, A/V, camera, podium, name badges, table tents
 - Place water on head table
 - VIP Parking
- Use prepared bio to introduce speaker(s)
- Thank the speaker(s) for their participation and distribute gifts
- Hand out evaluation forms to participants, if appropriate
- Clean the venue
 - Make sure the room looks like it did when you received it (coordinate with B&G)

- Clean and return all borrowed items (coordinate with IT)
- Update budget and process any reimbursement requests

DAY AFTER THE EVENT

- Write thank you notes to speaker(s)
 - Dean Jefferson's Office has cards available if necessary
- Email Helen McCarthy with the names and addresses of those individuals who were involved in planning the event