Immediately

- Event Planning Worksheet complete
- LU, local school and community calendars checked and date selected
- Budget approved
- Setup needs determined
- Venue secured
- Event posted on university calendar
- Entertainment/speaker confirmed
- Guest list complete using guest list template

Four Weeks Prior

- Invitation created
- Invitation submitted for approval to Office of Event Management
- Marketing and PR notified of publication needs—flyers, menu cards, posters, programs, press releases, etc..
- Gifts for speaker ordered (as needed)
- Favors, giveaways, awards, certificates, pins, medallions, plaques, etc. ordered
- Photographer scheduled
- Interpreters scheduled as needed

Three Weeks Prior

- Invitations sent
- Parking requested through LUPD
- Security requested through LUPD
- Preliminary catering order placed
- Request to Purchase Alcohol with University funds doc completed
- RSVP list set up and someone assigned to maintain
- Décor and linens ordered
- Any work orders to move items or for special cleaning placed
- Media Services requested
One Week Prior

- Follow up calls/emails made to unresponsive guests
- Programming details finalized
- Program participants contacted and notified of order and timing
- Registration materials assembled
- Registration attendant assigned
- Coat check attendant assigned as needed
- Follow up call made to Facilities re: any special requests
- Final number submitted to catering and venue
- Submit any special dietary needs to catering

Three Days Prior

- Seating assignments made
- Name tags printed
- Reserved signs printed
- Agendas printed
- Placards/place cards printed
- Vendors contacted to determine delivery times
- Delivery times communicated to venue manager

The Day Before the Event

- Program rehearsed
- Media tested on equipment at venue
- Reminder calls made to LUPD
- Décor complete

Day of

- Greet vendors for load in
- Registration set up
- A/V Tested again including mic check