Event Planning Checklist

Plan details before requesting a reservation
☐ Designate a primary contact for the event.
☐ Designate a secondary contact.
☐ Determine the date, set-up time, time event starts and ends, and clean-up time.
☐ Identify the type of event to be held; all dances and DJs must involve the Social Dance Office.
☐ If food is involved, be fully aware of food policies on campus.
☐ Determine approximate number of attendees.
☐ List all resources needed: A/V equipment (including, mics and projectors), tables, chairs, garbage cans, etc.
☐ Specify if you will need Audio/Visual Support personnel for technical support.
☐ Specify number of tables and chairs needed.
☐ Contact the Scheduling Office and provide all of the above details.

Review for accuracy
☐ Verify confirmation for accuracy.
☐ Note the name of your Event Coordinator and/or Student Event Coordinator. They become your primary contact as you continue towards your event.
☐ Review policy and guidelines at the bottom of the confirmation.
☐ Order food through University Catering.
☐ Keep event changes to a minimum. If changes are necessary, contact your Event Coordinator.
☐ No changes allowed within 48 hours of the event.
☐ If the event is canceled, notify the Event Coordinator and the Scheduling Office.

Day of the event
☐ A Student Event Coordinator should make contact with you at the event and be your contact person throughout the event.
☐ Conduct your event as planned and scheduled. Use only the space and resources you have requested during your scheduled time.
☐ Feel free to provide feedback to your Event Coordinator or fill out the Event Management Survey at www.byui.edu/eventservices.

Event Management Values
Be Faithful
Be Respectful
Be True
Be Cooperative
Be Frugal
Be Excellent

Scheduling Office
191 Manwaring Center
Rexburg ID 83460-0750
(208) 469-3120
scheduling@byui.edu
http://scheduling.byui.edu

University Catering
278 Manwaring Center
Rexburg ID 83460-0725
(208) 496-2840
catering@byui.edu
Planning for Successful Events

Like any meaningful project, successful events begin with identifying objectives and allowing plenty of time for planning and preparation. Paying attention to the details becomes critical.

As BYU-Idaho continues to grow, there comes increasing demands for limited resources. This seems obvious for space and facilities, but it also includes the resources of manpower, equipment, and furniture. From the point of first submitting your request, accurately identifying what resources are needed to support your event becomes just as critical as finding the right space.

Use the Checklist for Events as a quick guide. We encourage you to plan for a successful event well in advance so you can enjoy the fruits of your labors.*

Event Sponsor Responsibilities

The event sponsor is the group originating the request. Sponsors vary from university departments and ecclesiastical units to study groups and individuals. They include on-campus and off-campus users.

- Request a calendar date and location (community requests may be submitted 90 days prior to event date for consideration and review)
- Identify target audience (estimate number of attendees and the type of guests attending)
- Determine event content and talent (must adhere to speaker clearance policies)
- Identify adequate budget to host event
- Produce printed programs, invitations, or promotional material
- Gain copyright permissions
- Order specific items such as flowers or food (e.g. buffet or served meal through University Catering)
- Host guests and provide seating charts
- Provide program outline and conducting notes

Event Management

Scheduling Office
- Verify the event complies with all university policies and gain appropriate level of approval including verification of speaker clearance, if applicable
- Confirm date, space and resource availability
- Connect event to online BYU-Idaho calendar and reports for resource services
- Final invoicing and budget settlement

Event Services
- Coordinate and host pre-production meetings for university resources
- Custodial and room and staging setups
- Audio/visual needs (lights, sound, teleprompter, microphones, video)
- Security and parking
- Ticketing and ushers
- Manage house at event including ushering and emergency services (required if over 1,000 guests in attendance)