

# Event Planning Checklist

## Plan details before requesting a reservation

- Designate a primary contact for the event (name, phone, email and group address)
- Designate a secondary contact (name, phone, and email)
- Determine the date, set-up time, time event starts and ends, and clean-up time
- Identify the type of event to be held:
  - If a dance is being planned, know that all campus dances must be coordinated through Social Activities
  - If food is involved, be fully aware of food policies on campus
- Determine approximate number of attendees; this will be critical to find a room with accurate capacity
- List all resources needed such as the following:
  - A/V equipment such as mics and projectors
  - Audio/Visual Support personnel for technical support
  - Tables, chairs, and garbage cans, etc. (specify number of tables and chairs needed)
  - Dance music and DJs
- 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 (two business days) 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/event-management](http://www.byui.edu/event-management).