**Major Event Checklist**

EVENT DETAILS

Event lead(s): *First Last, First Last, First Last*

Purpose: *Alumni to meet with Finnish Professors*

Budget: *Scandinavian Studies, ##-####*

Location: *Off the Rez*

Date: *November 11, 2019*

Time: *6 pm*

Headcount: *7-12*

SEVERAL MONTHS OUT

* Pre-event meeting to discuss logistics such as the details listed above.
* Begin and fill in known details for the event brief
* Create budget
* Obtain budget approval from the budget approvers
* Secure venue reservation – confirm if accessibility is needed and applicable
* A/V Reservation (if different from venue/room)
* Secure catering reservation
* Submit PIF for MarComm/AdvServ to assist with invites, lists, and design elements
	+ List review meeting set with MarComm/AdvServ/Fundraiser, as needed
	+ Registration page built eight weeks before event date
	+ Save the date sent six to eight weeks before the event date
	+ Request any special signage or decor required with MarComm via PIF
* Create an Activity Code (if Cvent NOT being used)

TWO MONTHS OUT

* Event staffing plan
* Confirm room layout (what type of tables, chairs, mics, speakers, etc. that you will need)
* Linen and table reservation (we frequently use Pedersen’s)
* Invitations sent four to six weeks before the event date (work with MarComm)
	+ What is design concept in terms of shape, size, fold/no-fold, envelope/self-mailer, etc.
	+ Who is the contact for the RSVP?
	+ Is there a web link / landing page?
* Submit forms:
	+ [Use of University Facilities request (UUF) Form](https://uwspecialprograms.org/uuf-info/uuf-request-form/)
		- [COVID-19 Prevention Plan](https://www.ehs.washington.edu/resource/covid-19-prevention-guidelines-person-events-updated-111021-1031)
	+ [Alcohol request form (ASR) Form](https://uwspecialprograms.org/alcohol-service/alcohol-service-form/)
		- [Banquet permit](https://lcb.wa.gov/licensing/banquet-permits) (must apply after your ASR is approved)
	+ [Recycling and garbage receptacles](https://facilities.uw.edu/catalog/special-event-containers)
	+ [Arranged parking](https://transportation.uw.edu/park/events/arranged)
	+ [Temporary food service permit](https://www.ehs.washington.edu/workplace/food-safety-program/temporary-food-service-permit)

TWO WEEKS OUT

* Send, or prepare (at event lead’s discretion) event briefing packets for speakers, fundraisers, and academic leadership
	+ Includes event details, attendees, goals and objectives, timeline, and advancement data
* Parking secured and directions prepared for sending to guests – create a donor brief if desired
* Finalize catering options/finalize headcount, if applicable
* Walk-through with speakers at least one week prior to event day, as needed
* Request presentation on a USB drive, shared drive such as Google or SharePoint, or [we.transfer](https://wetransfer.com/) from speaker
* Gift for host as needed

WEEK OF

* Secure last-minute or extra food and drink as needed
* Reminder e-mail sent to faculty, staff, or attendees one week before the event date – include briefings if they have not yet been sent.
* Seating chart completed
* Name tents/place cards completed
* Name tags + blanks completed

POST-EVENT

* Post-event evaluation/survey the week after the event (when appropriate)
* Thank you and letters to strategic guests
* Wrap Report: Successes, need to improve, final guest count, budget, etc.
* Review budget and make sure all charges are accurate. Send final spending to event lead.
	+ Set a time to review budget with event lead as needed