

EVENT PLANNING CHECKLIST

Hosting an event can be a gratifying experience that draws new members, builds awareness of your group, and enriches the campus community. When planning an event, set realistic expectations that reflect the amount of time, effort, and money your group can expend.

The checklist provides a general overview of UNM's policies and processes. Because every event is different, some of the steps listed here may not apply to you. In some exceptional circumstances, your group may be asked to comply with additional requirements not explicitly listed here. If you're unsure of where to start or have questions not covered here, please set up an appointment with a member of the Student Activities Center to discuss your event.

ASAP

- Submit event approval form online:
<http://campusexperience.unm.edu/resources/unm-event-request.html>
- Review the *Event Planning Guide* to determine which steps you'll need to follow to execute your event.
- Hold a planning meeting. Assign tasks, set expectations, and establish deadlines. It may be helpful to set follow up meetings so that group members can share updates.
- Reserve your space. Most campus spaces can be reserved one year in advance. Reserve space for large events as soon as the event date is set. If you are hosting a small event such as a bake sale, you can reserve your space 3-6 weeks before the event.
- Request permits. If your event will have large crowds, open flames, propane, tents, on site cooking, drones, alcohol, off-campus vendors, amplified sound, or other unusual activities you will need to fill out an Environmental Health and Safety Event Form (<https://ehs.unm.edu/special-events/special-events-request.html>) and request permits. Contact SAC for help with permits.

4-6 WEEKS OUT

- Confirm the space reservation and develop a set-up plan.
- Discuss risk management and determine what safety procedures you will follow.
- Order tents, tables, chairs, trash cans, or other equipment.
- Contact vendors, security, performers, or other professional services. Work with the Student Government Accounting Office (SGAO) to get contracts approved.
- If ordering catering, select a vendor and menu.

3 WEEKS OUT

- Create and distribute marketing materials.
- Set up your RSVP or ticketing system if the event will have limited capacity.

- Delegate the remaining event preparation tasks to group members.
- Make payment arrangements. If you are paying for professional services, meet with your accountant to request checks, purchase orders, or P-card payments.
- Get copies of insurance from professional service providers that will be working at the event. Send certificates of liability insurance to sac@unm.edu.

WEEK OF THE EVENT

- Check weather forecasts. If your event is outdoors, create a back-up plan in case of bad weather.
- Send out event reminders through email newsletters and social media.
- Post flyers around campus.
- Finalize food order. If possible, get a head count of attendees and adjust your order accordingly.
- Check in with your planning committee. Determine what tasks still need to be completed. Assign remaining tasks to members and set deadlines.
- Purchase supplies for the event. If purchasing any perishable food items, make sure you have adequate storage and refrigeration to keep them from spoiling. Keep itemized receipts for all your purchases.
- Prepare event materials such as signs, decorations, sign in sheets, nametags, or banners.
- Review event plan with your members and volunteers. Discuss who is responsible for various tasks and set expectations. Consider setting up a group chat.

DAY OF THE EVENT

- Arrive early to set up, decorate, and check any equipment you are using.
- Make last minute purchases. Plan to have a volunteer ready to go to the store just in case you've forgotten something or need to buy perishable items.
- Review schedule again. Communicate any changes to members and volunteers.

AFTER THE EVENT

- Clean up/dispose of garbage and pack up any items you plan to store.
- Take down advertisements.
- Thank volunteers, speakers, and members.
- Submit requests for reimbursement to SGAO and pay an outstanding invoices.
- Update your budget to reflect expenses and make notes about the event to pass on to future event coordinators.