This is a general checklist meant to jolt reminders about areas of needs when hosting an event. Not all items may be applicable.

CHECK	*Keyword*	*Responsible Party*	*Timeline*	***Initial Planning***
	Brainstorm	Committee member(s)/department coordinator	At least 3 months before event	Brainstorm & develop event idea- (*events must be planned at least 3 months in advance*).
	Needs	Committee member(s)/department coordinator	At least 3 months before event	Determine target attendance (invited & est. actuals), location, time, supplies, food, swag, costs, length etc. - refer to events resources page.
	Jotform request	Committee member(s)/department coordinator	At least 3 months before event	Using Jotform request seek budget & approval.
	Budget	Committee member(s)/department coordinator	At least 3 months before event	Present & seek overall budget (if applicable) from dean's office (*submit detailed request form- follow up with budget response)*.
	Approval	Committee member(s)/department coordinator	At least 3 months before event	Present and seek approval from dean's office (*submit detailed request form - follow up with approval response)*.
	Keyword	***Responsible Party***		***Campus & Facilities Support (refer to resources page)***
	Room reservation	Committee member(s)/department coordinator	No later than 1 month out	Reserve event space (rooms/breakout rooms/dining rooms - *refer to resources page*).
	Determine work order needs	Committee member(s)/department coordinator	No later than 1 month out	Provide detailed overview of need for work order to include set up, tables, trash cans, bathrooms, extra staff, physical signage, food setup needs, etc.
	Facilities work order	Admin support	No later than 1 month out	Input work order for room setup, tables, trash cans, bathrooms, extra staff, physical signage.
	After hours work order	Admin support	No later than 1 month out	AC should be turned on if event is after hours. Custodians & supervisor will be needed for after hours event.
	Parking	Committee member(s)/department coordinator	No later than 1 month out	Make parking arrangements for date & time of event- *(refer to resources page)*.
	Audiovisual	Committee member(s)/department coordinator	No later than 1 month out	Contact LSUHSC AV to verify the list of audiovisual equipment available and arrange any photos/recording to be made - *(refer to resources page)*.
	Security	Committee member(s)/department coordinator	No later than 1 month out	Contact campus police for large group security -*(refer to resources page)*.
	IT	Committee member(s)/department coordinator	No later than 1 month out	Contact AHNO IT for WIFI or software setup -*(refer to resources page)*.
	Keyword	***Responsible Party***		***Food, Beverage, Supplies, Swag (refer to resources page)***
	Food	Committee member(s)/department coordinator	No later than 1 month out	Plan food & beverage or catering requirements that fall within budget.

	Supplies	Committee member(s)/department coordinator	No later than 1 month out	Plan supplies for event that fall within budget (i.e., napkins, plates, utensils).
	Swag (e.g., pins, plaques, cardholders)	Committee member(s)/department coordinator	At least 3 months before event	Determine swag for event that fall within budget.
	Ordering & purchasing	Committee member(s)/department coordinator	No later than 3 weeks out	Work with admin support (purchase & order food, supplies, contracts, prior approvals, PO's, reimbursements, estimated head count)
	Alcohol	Committee member(s)/department coordinator	No later than 3 weeks out	If applicable, plan for alcohol requirements to be met (certified server, alcohol form signed - CM 36)
	Keyword	***Responsible Party***		***Logistics for Day of Event***
	Helpers	Committee member/department coordinator/students	1 to 2 weeks out	Delegate responsibilities of volunteers/helpers (moderator, timekeeper, check-in, photographer, etc.).
	Setup	Assigned helpers	Day before	Set up space for tables (registration, food, beverages).
	Attendance	Committee member/department coordinator	Day before	Create a sign-in sheet or have a method in place to take attendance.
	Technology	Committee member/department coordinator	Week of	Ensure audiovisual & IT is working.
	Keyword	***Responsible Party***		***Communications & Marketing*** ***(refer to resources page)***
	Invite	Committee member/department coordinator	1- 2 months out	Send save-the-dates/invitation via email communication-*(refer to resources page).*
	Flyer	Committee member/department coordinator	1- 2 months out	Create & send flyers with necessary details -*(refer to resources page).*
	Social media	Committee member/department coordinator	1- 2 months out	Social media posting - *(refer to resources page)*
	QR code	Committee member/department coordinator	1- 2 months out	Create & share QR code -*(refer to resources page)*.
	Digital signage	Committee member/department coordinator	1- 2 months out	Design & request digital signage - *(refer to resources page)*.
	Registration	Committee member/department coordinator	1- 2 months out	Create & share a registration link for event - *(refer to resources page)*.
	RSVP	Committee member/department coordinator	1-2 months out	Create & request RSVP. If applicable provide a deadline for official head count- *(refer to resources page).*
	Website	Committee member/department coordinator	TBD	Upload event details to website *(WEBSITE TBD).*
	Agenda	Committee member/department coordinator	1-2 months out	Design & print program/agenda/handouts/certificate/name tags.
	Keyword	***Responsible Party***		***Administrative Policies & Protocols***
	Electronic payments	Admin support	No later than 1-2 months out	Admin support to setup transaction for payments from external parties (3 week turnaround).
	Honorarium	Admin support	No later than 1-2	Admin support for creation of contracts/honorariums.

			months out	
	Purchase Orders	Admin support	No later than 1 month out where applicable	Admin support for purchase or request of vendor PO - swag, services, food & beverage
	Reimbursement	Admin support	After event	Admin support for reimbursement requests
	P card	Admin support	No later than 1 month out where applicable	Admin support for P-card purchases
	Conference contract	Admin support	No later than 1 month out	Admin support for a **conference rental request** is required when MOST of the attendees are NON LSUHSC (if space is needed)
	Keyword	***Responsible Party***		***Speaker Honorarium***
	Honorarium	Committee member/department coordinator	Day of	Put water bottles, microphones, etc. at podiums, tables for each speaker.
	Honorarium	Committee member/department coordinator	Day of	Introduce each speaker with person assigned to do introductions.
	Honorarium	Committee member/department coordinator	Day of	Timekeeper to give speaker 5 minute warning
	Honorarium	Committee member/department coordinator	1 to 2 weeks out	Email conference details, map, parking, registration & conference times, local hotel and visitor information.
	Honorarium	Committee member/department coordinator	1 to 2 weeks out	Provide agenda to speaker.
	Honorarium	Committee member/department coordinator	1 to 2 weeks out	Request permission to record speakers, take photos.
	Honorarium	Admin support	No later than 1-2 months out	Assist with travel if required.
	Honorarium	Committee member/department coordinator/admin support	No later than 1-2 months out	Arrange hospitality and transportation as required.
	Honorarium	Admin support	No later than 2 weeks out	Finalize financial settlements with all speakers.