**Event Checklist**

**4-6 Weeks Prior**

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| **Task** | **Comments** | **Completed** |
| Determine goals and purpose of event  | * Who is your target audience for the event?
* How does this event complement the Strategic Plan?
 |  |
| Select date and time  | * Review space availability if a specific venue is required.
* Review alternative locations if the date cannot be adjusted.
 |  |
| Select and reserve venue | Remember to review:* A/V capabilities
* Maximum capacities
* Other events occurring near space – will they conflict?
* Access times to space
 |  |
| Schedule rain plan, if applicable | * Select venue
* Determine who will make the rain plan call and when you will make your final decision
* Speak with vendors about refund and cancelation policy costs and deadlines
* Determine how and when you will communicate the rain location to your guests
* Consider additional needs such as different staff, rental equipment, etc.
 |  |
| Schedule all services needed to support the event. ***All services must be added to the reservation. Email requests will no longer be accepted for WIC, Parking, or ITS.*** | * WIC Event Services (tables, chairs, plants, event setup/breakdown, etc.)
* Parking Services – arrange any special parking permits, if necessary.
* A/V Equipment & Support (microphones, speakers, ITS support, etc.)
* Campus Center Furniture & A/V – all events in the Campus Center require you to add those services to your reservation.
 |  |
| Make catering arrangements through [Dine West](https://www.westga.edu/campus-life/dinewest/dine-west-catering-company.php). | * Do any of your guests have dietary restrictions?
* Determine VIP's preferences.
* Determine the number of tables Dine West will need and add them to your reservation.
 |  |
| Complete required supplemental paperwork, if required. | * Facility Use Agreement - required when the program involves minors and outside vendors.
* Alcohol Form - all events on campus serving alcohol must complete this form.
* Fundraising Form - fundraising by student organizations must be approved by CSII and departments fundraising must obtain approval from University Advancement.
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**1-2 Weeks Prior**

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| **Task** | **Comments** | **Completed** |
| Double-check event setup by reviewing reservations details and services in Reserve West. | * Provide the venue with room diagrams for assistance with set-up and day-of event questions. Diagrams can be created by Whitney Bramd.
 |  |
| Add or edit service requests to your reservation.  | * Access the event through Reserve West by selecting “My Events.” Services can be added by using [this tutorial](https://youtu.be/dhJLVIo4SnM).
 |  |
| Send final numbers to Dine West.  | * Include your final dietary needs.
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**Day of Event**

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| --- | --- | --- |
| **Task** | **Comments** | **Completed** |
| Arrive early and do one last walk-through |  |  |
| Oversee vendor set-up, if applicable/ |  |  |
| Check all set-ups |  |  |