

# EVENT PLANNING

## A CHECKLIST FOR EVENTS ON CAMPUS

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### Step 1: Facilities

- Select a date for your event
- Reserve the room(s)/facility for your event. Don't forget about lodging needs.
- Submit a copy of insurance information to the SUB if required.

### Step 2: Logistics

- Room Set Up: Work with the SUB Staff to determine room set up.
- Audio Visual Needs: include requests for AV needs with your room set up.
- Catering: Determine your catering needs and budget and work with the SUB and Catering Staff in placing your order. Remember to consider guests that may have special dietary needs.

### Step 3: Paperwork

- Fundraiser Form: If your event is a fundraiser on or off campus, you must register the event with the SUB.
- Hospitality Form: If you will be serving food that will cost more than \$30 (on or off campus) you must submit a Hospitality Form.
- Use of Campus Grounds Form: If your event is taking place outside on campus, you will need to fill out a form to let Facilities know about your event.

### Step 4: Guests/Audience

- Inform your guests of your event
- Arrange travel to and from the University for you and your guest if necessary.
- Inform the SUB Office if you have guests that will require special accommodations
- Prepare materials for your guests (if necessary):
  - Agenda/Programs
  - Welcome Packets
  - Campus and Billings Maps
  - Name Tags

### Step 5: Leading Up to the Event

- Finalize your count for room set up and catering
- Finalize any decorations you will be ordering and setting up in your facilities; ensure SUB Staff is fully aware of any delivery and collection times planned by outside vendors.
- Arrange travel to and from the University for guest if necessary.
- Provide SUB with a final copy of your agenda for use in making signs

### Step 6: Evaluation, Billing, & Payment

- Make sure that all payments have been made for your event
- Reconcile your budget
- Complete an evaluation of your event

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This publication is sponsored by the Student Union & Events Office located in SUB 219.

For questions, please contact our office at [studentactivities@msubillings.edu](mailto:studentactivities@msubillings.edu) or 406-657-2320

# Event Planning Guide Cdc

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