



## Campus Event Planning Checklist

Use this as a guide to plan your next event. Not all points may pertain to your event, use this as needed.

Event Services x 2153, [eventservices@mtholyoke.edu](mailto:eventservices@mtholyoke.edu)

<i>Major Event Venues (ie: Chapin, Gamble, etc.)</i>	<i>30 days– 2 years in advance</i>
<i>Events Needing Services (set-up, media, meals etc.)</i>	<i>15 days– 1 year in advance</i>
<i>Simple Meetings (no services required)</i>	<i>2 days– 2 months in advance</i>

- Determine preferred event date, time and space as well as alternate dates, times and locations.
- For large scale events and targeted audiences, call Event Services x2153 to confer about currently confirmed events and those in the works. Other already scheduled events can greatly impact your event.
- Submit your request to Event Services. [www.mtholyoke.edu/go/space](http://www.mtholyoke.edu/go/space)
- Meeting spaces in the Willits-Hallowell Center can be reserved by calling x2220
- Once the location and date are confirmed, request contracts from vendors if applicable.
- Order catering from Willits x2220. If you are not certain on menu, but know you will need catering, place a call to inform them that a catering delivery will be needed or catering on premise at Willits will be needed.

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### **30 days—6 weeks in advance of event**

- Finalize budget for event and secure funds.
- Confirm speakers.
- Make travel arrangements for speaker(s) if necessary. You may need a car service or you can contact MHC Fleet Services x2826 to use campus vehicles.
- Reserve hotel rooms at Willits if needed x2217, [willits@mtholyoke.edu](mailto:willits@mtholyoke.edu)
- Contact Conference & Event Services to discuss event details.
- Create and/or gather information for handouts and [website](#) creation.
- Identify target audience, create advertising plan and materials. Consult the Communications Style Guide for standardized MHC look and feel of marketing materials.
- Invite attendees and/or guests. Create registration page. Be sure to ask for allergies so the caterer can be notified ahead of time.
- Review the [Risk Management Website](#) for tips and general information
- Confirm catering order from Willits x2220

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### **2-4 weeks in advance of event**

- Advertise event, including MHC Events Calendar and Five College Calendar. The Five College calendar can be used when an event is sponsored by Five Colleges, Inc.

- Email room set-up, send diagrams and equipment requests to Event Services.
- Email media needs (be sure to ask each speaker what they might need), and submit your request to Event Services.
- If the event is in Willits, confirm media, room setup and logistical needs by calling x2220.
- Determine additional services needed, such as parking, security, and signage. Discuss your needs with Event Services.
- Update Willits catering with rolling registration numbers.
- Are you aware of any accessibility needs? Are sign language interpreters, special seating, assisted listening devices needed? Consult with Event Services or the 504 coordinator for more information.
- Develop seating chart, if necessary.
- Finalize agenda.

## **Event Planning Timeline & Checklist Continued**

### ***3 days to 2 weeks in advance of event***

- Confirm that room set-up, media, and all other equipment orders are in place.
- Copy and collate all handouts.
- Finalize registration/attendee list.
- Confirm hotel reservations at Willits if needed.
- Confirm your own staff/volunteer schedule.
- 3 days prior to event provide Willits your guarantee for food along with food allergies.
- Make place cards with meal selections if applicable.
- Make name tags.
- Ensure that speakers/guests have directions and parking information.