Helpful hints as you begin to plan your event. This is meant as a guide and reminder of the numerous components needed to stage a successful event on campus. Please remember the office is here to assist you throughout the process. Phone (925) 631-4322 with any questions.

Eight weeks Before the Event (or earlier)

- determine the purpose of the event
- determine event sponsors
- chose a tentative date
- check availability of event venue (consider restrictions-seating, technology, etc.)
- identify the intended audience (public/private)
- decide on performers, speakers, DJs
- establish a budget
- prepare a contract (please remember to add an image waiver of release)

Seven Weeks Before the Event

- contact the Office of Scheduling & Promotion (planning/coordination)
- contact the Office of College Communication (project assistance)
- reserve venue (facilities request form)
- submit c@ts track for media equipment
- submit work order for venue configuration

Six Weeks Before the Event

- finalize the date, time and location
- meet with Sodexo (not alcoholic beverage guidelines)
- make arrangements for ticket sales
- arrange for security, if needed
- arrange for visitor parking, if needed
- event planning meeting with all parties
- produce a promotional video for the event
- make arrangements for a video production of the event/guest speaker
Five weeks Before the Event

- confirm requirements and contract riders
- proof all advertising (publicity docs)

Four Weeks Before the Event

- create day of event script
- contact campus newspaper, campus Bulletin with details
- begin publicity-teasers

Three Weeks Before the Event

- event planning meeting with all parties
- begin Campus digital signage placement

Two Weeks Before the Event

- begin posting publicity around campus (see campus posting policy)
- organize volunteers for event, assign event jobs
- confirm facility (check on room temperature setting) and media services readiness

One Week Before the Event

- Final meeting with all parties
- Create post event assessment tool
- E-mail reminder-all parties working the day of event

Day of Event

- Use the Day of Event Short Form
- Setup/decorate
- Check ambient air temperature in the hall
- Tech check
- Distribute seat announcements
- Meet up with talent
- Water for performer/guest speaker (please do not use bottled water)
- Reserve seating signs for VIPs
- Reserved signage for student, if needed
- Directional signage, if needed