LARGE SCALE STUDENT EVENT PLANNING GUIDE
(NON ALUMNI EVENTS)

**BEFORE ANYTHING ELSE HAVE YOU SUBMITTED YOUR EVENT PLANNING FORM?**

1) Have you discussed a line item budget with Sally?
   - Food and beverage
   - Venue* fee
   - Equipment Rental (linens, tables, chairs, podium, etc.)
   - Service charges (Staffing, delivery, etc.)
   - Decorations
   - Speaker travel, lodging, transportation
   - Other potential expenses

2) Have you discussed revenue to balance your budget?
   - Ticket sales
   - Internal & external funding sources

3) Have you submitted applications for funding sources? (if applicable)
   - Alumni Association
   - SBA
   - COGS
   - DSO

4) Where is the event?
   - Law School
   - On Campus
   - Off Campus **Special permission required

5) Who will be speaking at the event?
   - Guest Speaker(s)
   - Committee Board Members
   - Dean or Faculty
   - Script and Itinerary
   - Speaker gifts ($30 limit each) and wrapping paper/card
   - Parking for speakers (not students) ** Mail to them ahead with confirming letter
   - Book speaker travel, lodging, transportation (via Sally)

6) What are you serving?
   - Catered event (work with Sally)
   - Food delivered (pizza, sandwiches, etc.)
   - Snacks
   - Beverages
   - Tableware (plates, silverware, cups, etc.)

7) How will you invite guests?
   - Communications department (emails, paper invites, etc.)
   - Posters
   - Social Media
   - Daily Docket email

8) Have you discussed event logistics with Sally?
   - Room/table layout- panel table at front of room?
   - Registration table
   - Program and Itinerary, including speaker travel plans and their cell phone numbers
   - Who from your group will meet each speaker in the lobby at a specific time
   - Set up water at each speakers seat