Rev. 2/22/23



Event Planning Checklist

Step 1: Determine Key Event Information
Event objective/purpose:
Event sponsor or organizer (committee, group, or department):
Designate one main contact
Event type (ex. workshop, fair, open house, panel discussion)
Target audience/total number expected:
Current students?
Faculty/staff?
Prospective students?
General community?
Dignitaries/VIPs?
Determine budget:
• How much will event cost (including printing, table/chair rentals, food, additional staff time, etc.)?
 Work with supervisor/manager to Identify source of funds
If needed, assign budget account codes [work with Business Services Office, (916) 608-6549]
Name of event:
Speaker(s)/Performer(s):
Confirm their availability
Request short bio and digital photo for promotional materials
Preferred day and date (check <u>calendar</u> for potential conflicts and holidays)
 Start and end time (consider class times and travel time for participants/guests)
Campus and room/area location
Is a rain plan needed (prepare for inclement weather)?
Notify appropriate administrator of event (President, Dean, Supervisor, etc.)

Step 2: Arrange Event Logistics
Reserve room/area with the appropriate contact (where event will be held):
• FLC: Talina Burke, <u>burket@flc.losrios.edu</u> , (916) 608-6995
EDC: Adrienne Andrews, andrewa@flc.losrios.edu, (530) 344-5716
 RCC: Joyce Heiland, <u>heilanj@flc.losrios.edu</u>, (916) 361-6340
Harris Center for the Arts: <u>info@harriscenter.net</u> [Note: Alternative paperwork will be needed. Go to
the <u>Harris Center's Facilities Information & Rentals webpage</u> .]
Notify Operations about the event set-up requirements via email <u>flc-operations@flc.losrios.edu</u> :
 Date and time of event Room set-up (diagram is helpful)
 How many chairs and/or tables are needed?
Technology: Will your event utilize technology?
 For Audio/Visuals, fill out the <u>AV Media Services Even Support Form</u>. If you have questions, contact
Media Services <u>FLC-MS@flc.losrios.edu</u> , (916) 608-6561.
• For IT Services, contact <u>Service Central</u> or call (916) 608-2222.
For Wi-Fi Guest Accounts, complete <u>Create Wireless Guest Account Form</u> (if accessing the form from
on offsite computer, you must be logged in to GlobalProtect. See <u>Windows</u> or <u>Mac</u> install guide). If you
have questions, contact contact <u>Service Central</u> or call (916) 608-2222. (Note: The form only allows yo to create Wi-Fi credentials that last 2 days/48 hours. For events that exceed that duration, or if you ar
creating a generic set of credentials shared by many people at the event, the Information Security
Officer needs to approve the request. Once the credentials have been created, email them to
<u>chaveza@flc.losrios.edu</u> for approval.)
Will food be served? If so, remember to consider possible dietary restrictions:
If using off-campus catering or food pick-up, contact Business Services, (916) 608-6549, to arrange
check issue, credit card checkout, or reimbursement.
 If alcohol will be served (for limited events), file the proper forms via the College President's Office,
<u>lozanok@flc.losrios.edu</u> , (916) 608-6572. [Note: Fundraisers must be approved by the Chancellor's Office 45 days prior to the event. Special Events require Board approval prior to event.]
Security:
 If the event is controversial in nature or is anticipated to have a large number of guests, please let
the College Police know as an FYI. Contact College Police, <u>flc-policefrontcounter@losrios.edu</u> ,
(916) 608-6632.
Parking:
• Do any participants or attendees need a special parking permit? If so, contact College Police,
flc-policefrontcounter@losrios.edu, (916) 608-6632.
 Do parking spaces need to be reserved/coned off? If so, contact College Police, fle policefrontsounter@lessies.edu (016) 608,6632
<u>flc-policefrontcounter@losrios.edu</u> , (916) 608-6632. Accessibility:
 Accessibility. Accessible seating needed (ex. wheelchair, walker)? If so, identify and arrange.
 Other needs (ex. sign language interpreters)? If so, identify and arrange.
 Special parking spaces needed? If so, see "Parking" above.
Decorations, if needed (ex. flowers, linens, flip charts on easels)
Gifts for participants or giveaways, if needed

Step 3: Event Publicity/Printed Materials
Determine how you want to market the event (ex. flyers, email, social media posts)
Request event promo (website calendars, student and employee e-newsletters, and social media):
• Complete the <u>Marketing & Website Support Request Form</u> (Note: Please complete the form at least two weeks prior to the event to allow enough time for promotion. Earlier is always better!) For questions, contact the Public Information Services Office, <u>flc-pio@flc.losrios.edu</u> .
Create printed/digital materials (Note: Graphic Design Services can also be requested when completing the <u>Marketing & Website Support Request Form</u> . Please allow at least two full weeks for project design and completion, not including printing time. Earlier is always better): • Social media, newsletter, and web graphics • Save the date • Flyers/Posters • Invitations (RSVP needed?) • Programs • Name badges • Reserved signs • Panelist tent cards
 Directional signs Handouts
Have materials printed:
 Complete <u>Print Services Request Form</u>. (Note: Please allow one week for completion. Earlier is always better!) For questions, contact the Printing Department, <u>flc-printing@flc.losrios.edu</u>, (916) 608-6650.
 Advertise event: Put up flyers and posters around three campus sites (Note: Post only on designated posting boards. <u>Do not</u> post on windows, doors, or walls.) If you submitted the <u>Marketing & Website Support Request Form</u> earlier in this checklist, the Public Information Office will handle promotion via the websites, student and employee newsletters, and social media, as appropriate. For questions, contact PISO, <u>flc-pio@flc.losrios.edu</u>.
 Determine who will be photographer for the event (Note: We do not have an in-house photographer. Professional photography will have to be paid for by the requesting department/area.) If photos will be shared on social media or in other materials, please post signage at event entrances notifying participants that photos are being taken (signage available from PISO, <u>flc-piso@flc.losrios.edu</u>).

Step 4:	Day of Event
Prior to	event:
	Create agenda/timeline of events (including who will introduce or moderate) Confirm speakers/participants (include set-up/breakdown times, map, parking information) Designate guides for speakers/VIPs (if needed) Is room unlocked? If not, contact Sera Chadwick during office hours at (916) 608-6602 and College Police after hours at (916) 558-2221. Check set-up of room/area Check catering A/V run through (check podium, computer, etc.) Dress rehearsal (if needed) Decorate (if needed) Place water for speakers Place programs, reserved signs, panelist tent cards Put out directional signage Put out photography release signage
15 min	utes prior to event start:
•	Make sure set-up is complete Have participants at appropriate stations and ready to go
End of	event:
•	Collect remaining paperwork, lecture notes, programs, etc. Gather lost and found and take to <u>College Police</u> Take down directional signage/photography signage Take down any flyers/posters promoting event

Step 5: Event Wrap-Up
If appropriate, email brief event recap and photos to Public Information Services Office, <u>flc-pio@flc.losrios.edu</u> , for marketing consideration (newsletters, social media posts, annual reports, etc.).
Event debrief with key event planners (can be done in person or via email):
 Was the event successful? What was done well? What could be improved upon? Recommendations for future events?
Finalize budget
Thank you notes