

Meeting & General Programs

Examples: Small lectures, meetings, events under 50 people

The following timeline has been created for your convenience and efficiency in programming. The dates are guideline to ensure that your event is given proper attention and receives all the services necessary for the event's success. Please respect the timeline and remember that communication is the key to success. All requests are through Conferences & Events Office unless otherwise noted.

Event Name: _____

Event Date: _____ Time: _____

Beginning of Semester (or before if possible)	Target	Completion
<i>Contact CEVT (x7450 or events@plu.edu) to do the following:</i>		
Request facilities (before signing contracts or advertising)		
Provide estimated numbers of participants		
Provide department/ organization name and two contacts		
Provide setup information and diagrams (if necessary)		
Provide account number for charges		
Arrange for Multimedia Services (x7509)		
Arrange for Stage Services (x7766)		
Order Catering directly by calling x8501		
Assign programs to specific facilities		
Develop agenda/ program for event		
2 Weeks Ahead	Target	Completion
Finalize numbers		
Last Opportunity to make final changes		

Any changes beyond 2 weeks are not guarantees. If any changes in support services are needed contact *Conferences & Events*. Should any services need to be altered within 48 hours of the events, notify the specific service provider as soon as possible and please confirm your changes with Conferences & Events prior to your event.

Conferences & Events x7450