

Perennial Large Event

Examples: Homecoming, Orientation, Fairs, Olson Events

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: _____

12+ Months Ahead	Target	Completion
Submit event request on the online calendar		
Reserve facility based on estimated number		
Provide department/ organization name and two contacts		
Provide account number for charges		
6 Months Ahead		
Develop agenda/ program for event		
Update Numbers		
2 Months Ahead		
Request Support Services through Conferences & Events for:		
Multimedia x7509		
Stage Services x7766		
Environmental Services x7380		
Order catering by contacting them directly at x8501		
Provide setup information and diagrams to C&E (if necessary)		
2 Weeks Ahead	Target	Completion
Finalize numbers w/ C&E as well as Catering		
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 directly the specific service provider as soon as possible and please confirm your changes with Conferences & Events prior to your event.

Conferences & Events x7450