Event Planning Checklist

SWEKS PRIOR Permits	Event Name:	
Permits:		5 WEEKS PRIOR
Purpose and Benefit:		Permits:
Approved Cost Center	Location:	 Alcohol permit submitted (as necessary) □
SEAINSTORMING How many people do you need to make the event happen? Do we have the resources to make it happen? PRE 8 WEEKS Create a budget □ Pick a date and confirm it does not conflict with other events □ Submit Official Functions form □ Get approval from sponsor, if relevant □ Potermine preliminary guest list □ Anticipated number of participants/guests □ Submit Presidential attendance/participation request form (if needed) □ Submit Presidential attendance/participation request form (if needed) □ Post event date on all Bauer calendars (online) □ Secure photographer and videographer □ Create posters/flyer for distribution □ Request online registration form thru BDOT (Bauer IT) □ Create Power/Point for video wall □ Prepare Bauer/BCAA comm. Materials for display □ 6 WEEKS PRIOR Secure work of the video wall □ Prepare Bauer/BCAA comm. Materials for display □ 6 WEEKS PRIOR Secure work of the video wall □ Prepare Bauer/BCAA comm. Materials for display □ 6 WEEKS PRIOR Security scheduled (form to complete and submit for approval via UHDPS) □ WEEKS PRIOR Secure 3 quotes for catering & select caterer □ Reserve a bloss via BOSS request (Events Setup category) □ Create a budget □ Poter decorations (flowers) □ Create gift bags, etc.) □ Request A equipment via BOSS request □ Request A equipment via BOSS request □ Request A verification if to account for parking needs) □ Request A very attainsh bins if needed □ Request A equipment via BOSS request □ Request A very equipment via BOSS request □	Purpose and Benefit:	 Parking lot permit/reservation □
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