

EVENT CHECKLIST/TIMELINE

Signature Events require much planning. Here is a checklist based on our professional planning experience. Feel free to reach out if you'd like to discuss your vision and possible options with our team. <https://www.vanderbilt.edu/studentcenters/events/plan-your-event/>

6-12 Months Ahead - Planning

- Brainstorm:** Determine your goals and the objectives of the program, assemble a planning committee and assign task assignments. Some questions to consider...
 - What type of event would be best for this program (i.e. speaker, concert, tournament, etc.)
 - Does this event serve a need that has not been met on campus?
 - Are there enough people/resources to make it happen?
 - Does this fit into your organization's budget?
- Event Details:**
 - Date:** Select a date for your event. Choose a date convenient for members of the group and guest/speaker, if applicable. *Note: Event Requests are due 3-4 weeks before your requested event date depending on the location..*
 - Choose a date that does not conflict with other existing campus programs/events or holy days by checking the University Calendar and the Anchorlink Calendar.
 - Audience:** Who will be attending your event and how many do you expect?
 - Time:** Determine the best time for your target audience.
 - Location:** Based on the type of event, what location will best support your needs?
 - Think of an alternative location in case your first choice is not available
 - If your location is outside, you will need a rain date for your event <https://www.vanderbilt.edu/studentcenters/outdoor-events/>
 - Once you determine your space needs you may use the online EMS application to reserve the meeting or event space for your event up to **one year in advance.** <https://emscampus.app.vanderbilt.edu/VirtualEMS/>
 - Contract:** Does your event require any outside contracts to be completed?
 - Students may not enter into any contracts – Work with your Coach (advisor) first. Contracts have to be signed by the Procurement Office first and then Dean Bandas. An email will need to go out to PurchasingServices@vanderbilt.edu to begin the process.
 - If you are working with any type of entertainer, vendor, speaker, etc. a contract needs to be issued.
 - If you are showing a movie, you must obtain the movie rights. <https://www.vanderbilt.edu/studentcenters/films-performance-and-speakers/>

- **Budget:** Establish a budget and discuss sponsorship possibilities
 - Review the Co-sponsorship guidelines: <https://www.vanderbilt.edu/studentcenters/co-sponsorship/>
- **Anchorlink:** Submit event on Anchorlink for approvals
<https://www.vanderbilt.edu/studentcenters/anchorlink-2/>

4-6 Months Ahead

- **Program:** Meet with your planning team and coach to create the program, speakers & agenda.
- **Event Manager:** Set up an initial meeting with your event manager
 - **Room Setup:** Determine if your event requires a room set up or you can use the room as is.
 - Will you need accessible accommodations for your guests
<https://www.vanderbilt.edu/studentcenters/accessibility/>
 - **Plant Op needs:** If you are hosting an outdoor event, work with your event manager on your equipment needs (tents, tables, chairs, etc)
 - **Audio Visual Needs:** Determine your audio visual needs to help support your event.
 - **Catering:** Determine your catering needs for your event.
 - Remember to consider guests that might have special dietary needs.
 - Are you using a caterer that is using sustainable products? <https://www.vanderbilt.edu/studentcenters/sustainability/>
 - If you plan to use a Food truck at your event
<https://www.vanderbilt.edu/studentcenters/food-trucks/>
 - **High risk activities:** If you are planning any activities that could involve risk (alcohol, animals, concerts, etc) you may be required to work with Risk Management for approval of insurance, waivers, etc. Discuss your plans with your event manager.
 - <https://www.vanderbilt.edu/studentcenters/special-event-registration/>
- **Vendors:** Send info to vendors to collect proposals for review
<https://www.vanderbilt.edu/studentcenters/vendor-rentals/>

2-4 Months Ahead

- **Vendors:** Contact vendors selected to begin planning logistics (like A/V, caterer, entertainment, rentals, etc.)
- **Tickets:** Meet with the Sarratt Box office to set up ticketing for your event.
<https://www.vanderbilt.edu/studentcenters/event-ticketing/>
- **Alcohol approval:** If you are planning to serve alcohol, make sure you have final approval.
<https://www.vanderbilt.edu/studentcenters/alcohol-at-events/>
 - Complete Host Responsibility Training: <https://www.vanderbilt.edu/healthydores/host-responsibility-training/>
- **Minors:** Are you planning to host minors at your event? <https://www.vanderbilt.edu/studentcenters/protection-of-minors/>
- **Final payments:** Work with your coach to complete Purchase orders

4 Weeks Ahead

- **Special Event Registration:** schedule a time to attend this meeting if required:
<https://www.vanderbilt.edu/studentcenters/special-event-registration/>

- Parking:** Submit all parking requests <https://www.vanderbilt.edu/studentcenters/traffic-and-parking-support/>
- VUPD:** Do you require a CSO or VPS officer at your event? <https://www.vanderbilt.edu/studentcenters/safety/>
- VIPS:** Notify your event manager of any VIP, political officials, University officials
- Marketing:** Finalize, produce and distribute marketing materials, social media
 - Tabeling:** Reserve tables on Rand Wall, Sarratt Promenade, or Commons to promote your event.
- Onsite needs:** Do you need volunteers, registration, greeters, directional staff?
- Review:** All set-ups and A/V needs with your event manager

Day of the Event

- Arrive early
- Check in with your event manager and review the setup
- Sound check, check presentations on the computer being utilized
- Track attendance
- Enjoy!

1 Week Post Event

- Send thank you notes/emails to sponsors, VIP and all that assist to make the event happen.
- Ensure all payments are received
- Have a post-event meeting with key players