



At least Two Months* before event

- Make an initial event plan
- Internally assign an event director / main point of contact
- Create your initial event budget
 - This is typically a good time to inquire about Foundation account balance
 - Contact Jenny Pudlewski: jfpudlewski@coloradomesa.edu
- Create an invite list – this is helpful for finding a space that will accommodate the estimated size of your group
- Determine what day and time the event will take place
 - Check the campus event calendar as a cross reference to ensure your event is not conflicting with others: <https://www.coloradomesa.edu/calendar/index.html>
- Inquire about a venue / available space – on campus or off campus
 - On campus events should contact Internal Event Coordinator Tally Danielson: tndanielson@coloradomesa.edu
- Book the venue
 - Include details including: number of attendees, food, date, time, exact location, if there needs to be tables and chairs, how the layout of the table and chairs looks, if there is alcohol, event agenda/timeline, etc.
 - Please send email to internal event coordinator (Tally Danielson: tndanielson@coloradomesa.edu) at least one month prior to the event
- Email Sodexo about menu options – on campus events will work with Sodexo exclusively*
 - **Events held in the UC must use Sodexo Catering*
 - Contact Sodexo by emailing: catering@coloradomesa.edu
- Decide on menu options based on budget and type of event
 - Work through details for menu including service style, service time, date, etc.
 - Decide on menu options: buffet, service, sit down, appetizers, cash bar, hosted etc.
- Receive event confirmations from the University Center internal event coordinator for both food and event venue details
 - Print confirmations for safe keeping
- Contact Marketing Department about marketing materials for event:

*All timing for events is relative and can be adjusted based on the scale of your event.



Event Planning Checklist

- Invitation, email, flyers, digital signage, social media, etc.
- Plan to have at least an idea of what you want marketing materials to look like for your event to share with the Marketing team
- Marketing Department main email: marketing@coloradomesa.edu

One month before

- Begin sending invites (email, mail, social media, etc.) and keep track of RSVPs
 - If your event has tickets, make a plan to disperse tickets to attendees
- Begin planning decorations for your event
 - Centerpieces, linens (contact Sodexo for linens on campus), check-in table, stage décor, etc.
- Double check all reservations
 - Food, beverage, event venue, tables, chairs, media (if needed), golf carts, hotel rooms
- Set meeting with key event stakeholders to discuss event details and timeline the week of the event
 - Setting regular meetings with this group will be helpful to make sure everyone is on the same page for your event
- If needed, book hotel rooms
 - For guest speakers or VIP's attending your event

Week before

- Gather RSVP list and send reminders to guests
- Touch base with speakers or other individuals helping with the event
- Meet with others who will be helping with the event to discuss event details
 - Volunteers, departments, coworkers, club members, etc.

Day before

- Print guest lists (alphabetical by last name, by tables, etc.)
- Gather event materials
- Last minute emails and reminders to guests and/or event stakeholders



Day of

- Set up decorations and needed event materials
- Check that the layout matches what you want / the event confirmation (tables, chairs, linens, etc.)
- Delivery of tables, chairs, food, beverages per your event confirmation
- Check that AV / Sound is working per your event details
 - Microphones, presentations, music, etc.
- Be prepared for any last minute details

During

- Welcome and thank your guests
- Take pictures
- Enjoy the event

After

- Set up a recap meeting with anyone involved in the planning of the event
 - Reflect on the positives and what could be improved
- Send thank you notes
- Ensure all billing is done correctly
 - Fill out [Expense Request / Transfer Request Form](#) for any alcohol from the event.
 - All alcohol will be paid for using your CMU Foundation account
 - You must complete the Expense Request / Transfer Request Form online [here](#).
 - If you have questions please contact the Foundation Finance Director, Trishia Shaw: tshaw2@coloradomesa.edu.