

# TIMELINE & CHECKLIST

## **Basic Event Information**

- Event Name:
- Confirmed Day/Date:
- Confirmed Event Timeframe:
- Confirmed Event Location:

## **Pre-Planning (3- 6 Months Prior)**

- Review Calendars for potential date selection
  - VIP Guests
  - Speakers
  - UAMS Dignitaries
  - Event Venue when applicable
- Review local community calendars for potential conflicts
- Determine Funding of Event
- Create Event Budget
- Determine UAMS Account Number(s) for Invoices
- Secure Date and Confirm with all parties listed above when applicable
- Complete the UAMS Special Event Form
- Contact Communications and Marketing to invite local media when applicable and review potential event publicity

## **Mailing Lists**

### **12 Weeks Prior (Week of: \_\_\_\_\_)**

- Determine Groups to Include in Invitation

### **11 Weeks Prior (Week of: \_\_\_\_\_)**

- Compile Lists into Excel for overall Mailing List

### **9 Weeks Prior (Week of: \_\_\_\_\_)**

- Review List
- Edit as needed

### **8 Weeks Out (Week of: \_\_\_\_\_)**

- Compile any addition(s) into master list

## **Invitations**

- Determine Invitation Type: Letter, Traditional Invitation, Electronic
- Determine Processing Options
  - Mail house or In House Mailing
- Determine Postage Options
  - Real Stamp, First Class Metered, Bulk Metered
- Determine Rsvp Information
  - Reply to:
  - Reply email:
  - Reply contact #:
- Determine Reply Deadline (Reply Deadline is:\_\_\_\_\_ )
- Obtain Signature when applicable (Letter Invitations)
- Draft Invitation Copy
- Order Invitations
- Send Invitation Proof to [events@uams.edu](mailto:events@uams.edu) for review prior to printing and distribution
- Obtain Final Approval of Invitation

**5 Weeks Prior (Week of: \_\_\_\_\_ )**

- Send Communications and Marketing an electronic copy of the invitation for Media
- Process Invitations (Assemble, Seal, Affix Real Stamp)
- Mail Invitations

**Venue**

- Confirm Venue
- Determine payment structure with venue
- Determine capacity of selected space
- Determine Audio Visual Needs
  - Podium
  - Sound System
- Reserve UAMS Podium when applicable
- Determine Table Needs
  - Check In
  - Food
  - Beverage
  - Guest Tables – Standing
  - Guest Tables – Seated
- Determine Linen Needs
- Determine Chair Needs
- Determine Start Time for Set Up and Deliveries (Start Time is:\_\_\_\_\_)
- Determine Time must be loaded out (End Time is:\_\_\_\_\_)
- Determine Layout

- Reserve Parking when applicable
- Determine Security Needs

### **Catering & Décor**

- Request Menu from Venue when applicable
- If Venue does not provide onsite catering contact Local Caterer (ask for recommendations from Host(s) )
- Request payment structure from caterer
- Determine Silver/China vs Hard Plastic
- Determine Paper or Linen Napkins
- Determine Rental of Silver / China / Linen Napkin when applicable
- Determine Floral Arrangement Needs
- Contact Local Florist (ask for recommendations from Host(s) when applicable)
- Order Floral Arrangements
  - Food Table: # \_\_\_\_\_
  - Guest Tables: # \_\_\_\_\_
- Request Due Date for Headcount (Due Date is: \_\_\_\_\_)
- Determine Beverage
  - Non Alcoholic Choice
  - Alcoholic
    - Wine
    - Beer
- Determine Wine / Beer Plan (Remember Dry Counties)
  - Purchase From:
  - Transported to Site By:
  - Provided for Purchase by Catering Vendor:
- Final Wine/Beer Order
  - Wine
    - # Red: \_\_\_\_\_
    - # White: \_\_\_\_\_
  - Beer
    - Domestic Brand/#: \_\_\_\_\_
    - Imported Brand / #: \_\_\_\_\_
- Call Caterer and confirm final headcount
  - Final Headcount: \_\_\_\_\_

### **Event Staffing**

- Determine Staff Attending:
- Determine Event Photographer:
- Determine AV Professional:

- Determine Security:
- Determine Check In Staff:
- Determine Additional Volunteer Needs:

### **Program / Remarks**

- Determine Times:
  - Event Start Time:
  - Event End Time:
  - Estimated Program Start Time:
  - Estimated Program Length:
- Determine Speakers
- Writes Remarks

### **Travel Arrangements / Event Briefing (2-3 Days Prior)**

- Confirm Travel Arrangements when applicable
- Confirm Media
- Confirm Legislators
- Format Event Briefing
  - Itinerary
  - Guest List
- Distribute Briefing Materials

### **Pre Event Responsibilities (1 Week Prior)**

- Follow up with Guest(s)
  - Contact to no replies
  - Gauge accurate headcount
- Confirm staff attending
- Confirm set up arrangements
- Review assignments with volunteers
- Print Nametags

### **Pre Event Responsibilities (2-3 Days Prior)**

- Confirm arrival time for:
  - Speaker(s)
  - UAMS Staff
  - Volunteers
  - Floral
  - Catering
  - Rentals
  - AV
  - Security

- Photographer
- Gather Event Supplies
  - Nametag Back Ups / Sharpies
  - Basic Office Supplies
  - Additional Decoration
  - Printed Nametags
  - Printed Information Cards
  - Method of Check In
  - Posters
  - Easels
  - Extension Cord

### **Event Day**

- Load Event Supplies
- Estimated Travel Time to Event Venue:
- Unload at Venue
- Check Event Layout / Adjust as needed
- Check Bathroom / Bathroom Supplies
- Set Up Check In
- Set Up Podium
- Sound Check
- Be ready to receive first guest 30 minutes prior to invitation start time
- Clean / Load Event Supplies after event

### **Post Event (completed within 2 Weeks of Event)**

- Mail Thank You to Speakers and VIP Guests
- Process Invoices for Payment