**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