

# Event Planning Timeline

## PRE-EVENT

### CHECKLIST

# EVENT PLANNING

PLEASE NOTE: YOU CANNOT USE DEHUB TO RESERVE ROOMS

STEP 1	SUBMIT EVENT NOTIFICATION FOR IN DEHUB AND WAIT FOR APPROVAL MINIMUM 2 WEEKS BEFOREHAND I SPEAKERS/ ALCOHOL APPROVAL IS 1 MONTH BEFOREHAND
STEP 2	RESERVE CAMPUS MEETING SPACE USING <a href="https://2jlivecollegenet.com/depaul">HTTPS://2JLIVECOLLEGENET.COM/DEPAUL</a> FOR SPACES LIKE THE DPC CONFERENCE OR CONCOURSE AND THE 11TH FLOOR TERRACE, CONTACT (NPINKEY@DEPAULEDU)
STEP 3	FOOD ORDERS OVER 300 MUST GO THROUGH CHARTWELLS; FOR UNDER 300, OUTSIDE FOOD IS ALLOWED (IF APPLICABLE) WITH PAYMENT REQUESTS TO ALICIA (ACARLETT@DEPAUL.EDU) AT LEAST 2 WEEKS IN ADVANCE
STEP 4	AFTER FINAL APPROVAL, PURCHASE ITEMS, FOOD, DRINKS
STEP 5	MARKET EVENT TO THE STUDENT BODY (FLYERS, SOCIAL MEDIA, AND COLLEGE OF LAW D2L PAGE. REFER TO FLYER POLICY
STEP 6	IF APPLICABLE, SUBMIT ANY REIMBURSEMENT REQUESTS, GIFT PRE-AUTHORIZATION/REPORTING FORMS TO ACARLETT@DEPAUL.EDU



## **CONSIDERATIONS**

1. How does this event support your mission/purpose/constitution?
2. How does this event tie to your goals for this school year?
3. How inclusive is this event? For example:
  - a. How diverse are your speakers?
  - b. How considerate is your food order? (dietary restrictions/ religious observances)
  - c. What time of day is the event? (does it include part-time or evening students)
4. Who can you collaborate with on this event to reduce costs and expand the audience?
5. Are there other funding sources in addition to requesting to use the student activity fee funds from SBA? How is this event going to be marketed? Calendar, social media, etc...?