

EVENT PLANNING CHECKLIST

This checklist is intended as a guide for Law School Student Organization event planning. Your event may include details not included in this checklist.

Name of Event: _____
Date: _____
Time: _____
Location: _____

Programming

Person responsible: _____

- Consider inviting a faculty member to be included in the event (e.g., commentary after the talk, introducing the speaker and providing context, or sitting on a panel).
- Consider emailing other LSSOs that could co-sponsor your event and help bear costs or send an email to the LSA-OrgsLeaders listserv for that purpose.
- Consider the best structure for the event (lunchtime talk, afternoon talk and reception, panel or single speaker, etc.).
- Will the program address professionalism or diversity issues? If so, confer with the Dean of Students or to determine whether additional funding or publicity might be available.
- You may seek guidance on programming questions, speaker ideas, etc.
- Submit your event to the Event Submission Form on the Google Drive. Include speaker requests.
- Invite potential speakers. (*See*, Appendix for a sample invitation.)

Budgeting

Person responsible: _____

- Create budget including estimated expenses (food, supplies, etc.) and income (LSA, RSO, or other funding).
- Confirm with the organization's treasurer to make sure your budget is adequate.
- If paying a travel stipend (up to \$750 from the host student organization's funds) to speaker, request that the speaker complete a W-9 form. Submit an online reimbursement request to the Office of the Dean of Students.

Funding

Person responsible: _____

If you need additional funding, consider contacting:

- CLI, OMSA, UCSC, DOS, OCS
- LSA

Distinguished Guests (Judges, Alumni, Elected Officials, Etc.)

Person responsible: _____

- Request supplemental funding from the Law School if appropriate.

Logistics (Scheduling, Food, Facilities, & Technology)

Person responsible: _____

- Choose a date. Check the online calendar about potential conflicts.
- Request a room reservation online at: <https://majority.uchicago.edu/mrm/>.
- Complete the online food order form on the room reservation system (<https://majority.uchicago.edu/mrm/>) at least 3 business days in advance of your event or make food arrangements using another vendor.

- Request any technology needs (overhead projection, microphones, PowerPoint set up, etc.) via the online room reservation system (<https://majority.uchicago.edu/mrm/>).
- Request any special facilities needs (coat racks, additional chairs, garbage cans, etc.) via the online room reservation system (<https://majority.uchicago.edu/mrm/>). Remember to do this regardless of the food vendor selected.
- Please Note: You will receive email confirmation of all services requested through the room reservation system. If you have not received a confirmation of services within 72 hours of the event, it is imperative that you follow up immediately to verify that the request was received.

Security

Person responsible: _____

- Contact the Office of the Dean of Students if security is necessary.

Publicity and Advertising

Person responsible: _____

- Announce the event on the whiteboards.
- Send out a message on the LSA Orgs listserv.
- Make and post signs in designated, permitted areas.
- Submit the event for inclusion on the Law School's Event Calendar and the Weekly Briefs.

- For ideas on publicizing your event or to have the event listed on Law School social media sites, contact the Law School Communications Office.

Before the Event

Person responsible: _____

- Confirm room reservation, food orders, special facilities requests, and technical support.
- Confirm event speaker and parking, technology needs, or any other speaker needs. (See, Appendix B for a sample confirmation email.)

Day of Event

Person responsible: _____

- Arrive early to set up and meet your speaker.
- Recruit a volunteer to arrive early to confirm any food orders or special technology or facilities requests.
- Recruit a volunteer to stand with leftover food until facilities arrives to move it to the Green Lounge.
- Recruit a volunteer to stay after event to clean up or otherwise return the event space to its original state.

After the Event

Person responsible: _____

- Send a thank you note to your speaker and any volunteers. (See, Appendix C for a sample thank-you email to a speaker.)
- Submit all reimbursement receipts along with a completed online reimbursement form within two weeks of the event.