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: ____________________________

o  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).

o  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.

o  Consider the best structure for the event (lunchtime talk, afternoon talk and reception, panel or single speaker, etc.).

o  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.

o  You may seek guidance on programming questions, speaker ideas, etc.

o  Submit your event to the Event Submission Form on the Google Drive. Include speaker requests.

o  Invite potential speakers. (See, Appendix for a sample invitation.)

Budgeting
Person responsible: ____________________________

o  Create budget including estimated expenses (food, supplies, etc.) and income (LSA, RSO, or other funding).

o  Confirm with the organization’s treasurer to make sure your budget is adequate.

o  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:

o  CLI, OMSA, UCSC, DOS, OCS

o  LSA

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

Person responsible: ____________________________

o  Request supplemental funding from the Law School if appropriate.

Logistics (Scheduling, Food, Facilities, & Technology)
Person responsible: ____________________________

o  Choose a date. Check the online calendar about potential conflicts.

o  Request a room reservation online at: https://majority.uchicago.edu/mrm/.

o  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.