



Lane University Center Student Organization Event Planning Checklist

The Event Planning Checklist includes actions required for most large events as well as their required timeframe for completion. You will notice there are several required meetings with the Assistant Director for Event Services, Box Office Manager, and Director of Student Activities. This document is meant to guide you through the event planning process to create the most successful event possible. If you have any questions please do not hesitate to reach out to the reservations office via e-mail: LaneCenterReservations@frostburg.edu.

Name of Event: _____

Date of Event: _____

Host Organization(s): _____

Five (5) + Months Pre-Event

- Brain storm event ideas and general vision of what the event will look like
- Identify how this event aligns with the organizations mission
- Identify the goal of this event
- Choose ideal venue for event
 - Check venue availability
 - Request venue for event online through the EMS Web App
 - Registered Student Organizations may request space up to six (6) months prior to their desired event date
- Choose ideal date and time for event as well as back up dates
 - Check University Academic Calendar for potential conflicts
 - Check City Event Calendar for potential conflicts
 - Check EMS and University Events Calendar for potential conflicts
 - Check for Surrounding Holidays, see if the desired date falls around time when many individuals may leave campus
- Determine funding sources for event (if applicable)

Two (2) to Four (4) Months Pre-Event

- Meet with Assistant Director for Event Services
- Production Schedule draft
- Identify funding sources
 - SGA, Organization Account, Fundraising, Etc.
- Pre-Event Risk Assessment
- Review applicable contracts
 - Meeting with Director of Student Activities is required for ALL contracts



Eight (8) Weeks Pre-Event

- Turn in completed Pre-Event Risk Assessment
- Turn in final draft of Production Schedule
- Receive and Approve of LUC estimate
- Apply for SGA Funding (if applicable)

Six (6) Weeks Pre-Event

- Receive and Approve of LUC room setup diagram (if applicable)
- Although they should be done earlier, this is the strict deadline for:
 - Meeting with Assistant Director for Event Services
 - Final Production Schedule
 - Risk Management Plan (if applicable)
 - Contract Review (if applicable)

Three (3) Weeks Pre-Event

- Although they should be done earlier, this is the Strict Deadline for:
 - Approving LUC estimate
 - Approve event set up
 - Applying for SGA Funding
 - Ticket sale requests through the LUC Box Office

One (1) Week Pre-Event

- Completed/finalized comp ticket list to Box Office Manager
- Notify LUC of SGA funding (if applicable)
- All PowerPoints, videos, etc. given to the Assistant Director for Event Services
- Communicate/confirm with contracted guests (if applicable)

Week of Event

- Reserve space on campus for rehearsal
 - Including wardrobe change times
- Group communication
 - Review individual responsibilities for event day
 - Review and remind of time line

One (1) Week Post-Event - Evaluation

- Ask yourself and your team:
 - Should this event be planned again in the future?
 - Why?
 - In the same type of space?
 - What would you repeat about this event?
 - What would you recommend to improve and grow the event?
 - Was the goal of the event met?
 - What was your budget? Did you go over? If so, Why might that have happened?
- Assessment and evaluation meeting with the Assistant Director for Event Services and the Assistant Director of Student Activities
 - What went well? Not so well?
 - Notes for next time?
 - Was the event well attended? Did you meet your expected attendance number?
 - How does your organization determine a successful event?
 - Was it successful?
 - What did your organization learn through this process?
 - What could we do to assist you during your next event?
 - What additional event planning resources would be helpful for you?