BEFORE THE EVENT

Event Title: _____

TASK	Recommended Completion Timeframe	Date Completed
Select a Date, Time, and Length for Your Event	At least 2 months before the event date	
Confirm Location	At least 2 months before the event date	
Confirm Back Up Date or Location (if needed)	At least 2 months before the event date	
Create Budget for Event	At least 7 weeks before the event date	
Complete SAF-B Funding Request (if needed)	At least 6 weeks before the event date	
Create an Advertising Plan for your Event	At least 6 weeks before the event date	
Complete Vendor or Performance Agreements for vendors (if needed)	At least 1 month before the event date	
Meet with a staff member in OSI to make online payments and discuss other budgetary needs	At least 1 month before the event date	
Submit your event to OrgSync, which will add it to the University Master Calendar	At least 1 month before the event date	
Request security for your event (if needed)	Must be made at least 1 week before the event	
Request free Pepsi Products for your event (if needed)	Must be made at least 2 weeks before the event	
Submit catering request to Chartwells for your event (if needed)	At least 5 days in advance of the event but recommendation is to do it earlier	

DePaul University
DIVISION OF STUDENT AFFAIRS
Office of Student Involvement

Questions?
Contact studentorgs@depaul.edu

WEEK OF THE EVENT

Event Title: _____

TASK	Recommended Completion Timeframe	Date Completed
Host a Promo Table to Advertise for your event	Week of event	
Confirm arrival times with vendors and/or performers	Week of event	
Ensure all advertising efforts are up	Week of event	
Confirm room or event layout with Student Centers	Week of event	
Talk to vendor about specific power needs and ensure room or location can meet them	Week of event	
Confirm volunteers from your organization to work at event	Week of event	
Create a Day if Schedule including arrival times, tasks, and set up details. Print hard copies to distribute to volunteers on site.	Week of event	
Create a master list of contact information for vendors, volunteers, DePaul Security, and other parties that may need to be contracted the day of event.	Week of event	
Provide vendor with a digital campus map if they have not been on campus before (if needed)	Week of event	

DAY OF THE EVENT

Event Title: _____

TASK	Recommended Completion Timeframe	Date Completed
Host a Pre-Event Meeting to review details and responsibilities of the event with volunteers	One hour before the event begins	
Put up any event specific signage at your event	One hour before the event begins	
Execute Day of Schedule	Throughout the day	
Show up to your event and ensure your room is set up correctly	One to two hours prior to your event; at least an hour before you have your first volunteer arriving on site	
Clean up event. Before you leave, check in with Building staff to see if there is anything else you need to do before you leave.	Conclusion of event	

Questions?
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AFTER THE EVENT

Event Title: _____

TASK	Recommended Completion Timeframe	Date Completed
Send thank you notes to vendors, volunteers, and other involved parties from the event	Within one week following the conclusion of the event	
Submit all reimbursement paperwork to the Office of Student Involvement	Within one week following the conclusion of the event	
Send out any surveys to all participants and current members	Within one week following the conclusion of the event	
Assess participation numbers and evaluation feedback with your team	Within one week following the conclusion of the event	

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