

# Event Planning Checklist



## Make some Decisions

- Appoint one person from your department/organization to be responsible for each logistic
- Determine the type of event: is it a fundraiser, weekly meeting, or banquet?
- Determine what space your event will require: a booth, small meeting room, large event room?
- Determine when: date, time? Actual event times needed in addition to the time you will need to set up
- Will you be having food at your event? All food services must be coordinated with the University Dining Center
- Will you require audio/visual equipment? TV, computer, projector, sound system?
- Will you hire a performer/speaker?
- Will you be selling tickets or need a change fund?
- Will your guests need parking information?



## Reserve a Space

- For space in the DUC; log onto the UW-Stevens Point Reservation website
- Contact the Event and Conference Services



## Request and Confirm

- Room Set Up: as is, or different arrangement
- Technical Equipment
- Submit catering request or submit waiver to bring in food
- Payment to performer/speaker: if applicable

ENJOY your event!!!



Conference and Event Services  
University of Wisconsin-Stevens Point