
ANNUAL/SEMESTER EVENT CHECKLIST

1. IDENTIFY THE LEAD PERSON – CHIEF ORGANIZER. ALL CHANGES, ALTERATIONS OR SUGGESTIONS SHOULD BE CHanneled THROUGH THIS PERSON ONLY.

- Organize any necessary pre-event meetings. Invite all that will have a stake in the event. Be sure to organize this meeting well in advance of the event.
 - If an SMSU Student Ambassador will be asked to work the event please contact the Office of Admission well in advance of the event.
- Share a copy of the previous semester's or previous year's schedule or agenda of the event. Ask for suggestions, ideas and changes.
- Create a draft for the event schedule or agenda.
- Confirm/seek feedback on the draft from any others that have a stake in the planning.
 - Identify the Cost Center that will be charged for the event.
 - Be aware of any budget restrictions or approved framework.
- Once final plans have been reviewed and approved schedule and confirm the location of the event. Double check for time, date and location accuracy. Scheduling should contact the event lead person or their designee with questions or concerns.
 - What equipment will be needed? Podium, screen, computer, etc.?
 - Give an estimate for seating and type of seating – theater or tables.
- Order and confirm if food/snacks/refreshments will be provided at the event. Be prepared to provide information on the number of people attending the event. Catering should contact the lead person or their designee if there are questions or concerns.
 - Prior to ordering identify any special dietary needs if possible.
 - Provide alternatives to food allergies or other special accommodations.
- Contact Communications and Marketing to determine if a press release should be written so that an item can appear in the local newspaper and eventually in *News Watch*

2. IF THERE IS A PROGRAM AND ORDER OF SPEAKING

- The event organizer should be informed of speakers and special guests.
- The event organizer should provide the Emcee or first speaker a list of any members of the audience that should be acknowledged. The event organizer should be prepared to provide sudden additions or deletions without causing stress.
- The event organizer should provide the Emcee the order of speaking if more than one person will address the audience.
- Each speaker should be told who will introduce them and in turn who they will introduce. The emcee should be aware of who the final speaker is and be ready to bring the event to a close.
 - Provide a copy of the prepared speaking order and introductions order to each person that will be speaking.
- The event organizer should be aware of any protocol necessary for the success of the event.
- All speakers must be told their time limit. The emcee or event organizer should inform speakers prior to speaking what the “cue” will be if the speaker goes too far beyond the time limit.

3. THE DESIGNATED LEAD PERSON OR THEIR DESIGNEE WILL FACILITATE CHANGES.

- Identify who in catering or scheduling should be contacted if sudden or unexpected changes become necessary.
- Have the name and contact information of catering or scheduling available at all times. Be prepared to make changes and to be flexible.

4. WHAT FOLLOW UP MAY BE REQUIRED?

- The event lead should know if formal a thank-you is appropriate and should be written.
- The event lead will identify who should write the follow-up and ensure the proper letters or thank-you has been sent.
- The event lead may organize a follow-up de-briefing meeting if necessary.

In any event, the event lead person or chief organizer should be detailed oriented, firm in control of the event and be able to handle sudden changes and be flexible. The event lead person should expect the unexpected.