

# Event Checklist

## Twelve – Fifteen Weeks Before Event

- Determine budget
- Contact venue
  - reserve location, set menu, determine price per person, outline event program
- Fill out Event in a Box application form

## Eight – Ten Weeks Before Event

- Finalize venue contract
- Post event information on MU Connect
- When applicable, mail invitation third class

## Six Weeks Before Event

- Promote event via e-blast
- Determine staffing needs (registration, decorating, photography, clean-up) and recruit volunteers

## Two – Three Weeks Before Event

- Call alumni that have not responded; remind registrants of the event
- Provide final count to the Alumni Engagement and Outreach office and venue, if needed

## Day Of Event

- Arrive early to make sure venue is arranged properly
- Post “Welcome Marquette University Alumni, Parents and Friends” on the venue’s marquee or board if available
- Set up site (registration table, etc.)
- Ensure that your speaker feels welcome (when applicable) and that A/V is working properly
- Recognize guests and/or speakers
- Thank guests for coming
- Clean-up – check to make sure that the venue is in satisfactory condition before you leave

## Following Event

- Submit Event in a Box follow-up form to the Alumni Engagement and Outreach office
- Follow-up with attendees (thank-you note, email, etc.)
- Financial wrap-up – work with Alumni Engagement & Outreach office to process reimbursements/deposits and to create a financial statement for your event