

Planning Large Scale Programs

3 - 6 Months Before

- Request space with AMU event services
- Meet with AMU Event Services to discuss space needs, relevant policies, rehearsal needs.*
- Start researching any outside vendors and/or independent contractors for the event to check availability and cost
 - Contracted performers
 - Food vendors
 - Entertainment vendors
 - Apparel vendors
- Decide on a contracted service and start executing contracts
 - Have parties read through contract terms, come to agreement, and sign the contract
- Brainstorm marketing materials
- Review event confirmation

*If your event has been hosted in the past, make sure that's mentioned

NOTE: If you are co-sponsoring an event with a university department (OR looking for funding from MUSG) for any contracted services, the vendor must provide a signed contract for services and agreed to be paid through Marquette's preferred payment system.



2 Months Before

- Complete outstanding contract items
- Meet with your AMU event coordinator to discuss the following...
 - Contracted vendors tech/other needs
 - Catering needs
 - Any changed to initial set-up plan
 - Rehearsals
- Review your updated event confirmation and follow-up if you have questions or if something isn't as you understood it.



4 Weeks Before

- Work on publicity
- Make all publicity requests including...
 - Space to hang publicity in AMU
 - Space in Residence Hall
 - Printing from DSA Marketing (if using their services)
 - Hand in publicity **by the Monday before** your event to be distributed to residence halls
- Brainstorm decor for event

DSA
Request Form



3 Weeks Before

- Submit event on **MARQUEE** (must be done later than 10 working days prior to event date, but the earlier, the better!)
 - Check-in with your event coordinator regarding any decor you want to add to your event
 - If you are bringing your own decor, please check beforehand with your event coordinator
- Finalize publicity and event plans for posters
 - Date
 - Start time
 - Location
- Make plans for publicity distribution

Banned decor

- Open flame
- Candles
- Glitter/confetti

Decor with costs

- Fancy table linens
- Pipe and drape
- Chair cover

2-3 Weeks Before

- Set up a meeting with your Event Coordinator to sit down and discuss everything you need...

Catering

What is your anticipated attendance?

Room Setup

Most common set-ups:

Round tables

High tops tables

Auditorium style seating

If you aren't sure, ask your event coordinator

Technology

Microphones

Sound systems

Aux chords

Important items for vendors outlined in the contract or requested

- Solidify details

Start a rough timeline

Create list of items and order them

Decorations and supplies

Do you need a ticket form?



1 Week Before

- Promote on social media
Invite friends!
- Pick up publicity (should be printed by Monday)
- Drop off resident hall publicity
Carpenter Tower



Week of Event

- Finish timeline

Include other orgs and volunteers involved

Think about catering arrival and food distribution

Think about performers and their timeline

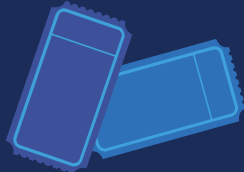
- Finalize ticket sale (if applicable) and communicate with buyers

Where to get tickets

What time doors open

Expected event attire

Other relevant details



Days Before

- Attend to any last minute needs
- Touch base with other event staff to solidify timeline

Day of Event

- Get all necessary materials
- Arrive on time to greet catering/performers
- Set-up any decor

48 Hours After

- Take down any event publicity
- Debrief with your event team to discuss what went well, what needs modification for next year, ideas that came to you in the moment
- Set a plan for next year

If you have any questions, please do not hesitate to let AMU Event Services and AMU Student Engagement Staff know!