

ACS EVENTS CHECKLIST:

The checklist below is to help with the process of planning an event at FIU. In an effort to help foster communication among the many departments under ACS that will come together to help with your event, as well as ensuring no schedule conflicts. This checklist is for planning purposes.

- Event details:**
 - Event name:
 - Event date and time:
 - Event location:

- Scheduling:** location confirmed
- Budget and approval**
- Agenda/program confirmed and approved**
- Food (if applicable)**
 - Caterer confirmed
 - Food order placed
- Technology and equipment**
 - Confirmed with Helen Gonzalez for needed technology (helen.gonzalez@fiu.edu)
 - Computer
 - Projector
 - Computer software
 - If the event needs the following, have you reserved or contacted the appropriate businesses/departments:
 - Stage
 - Sound
 - Dance floor
 - Tarp
 - Projector
 - Lighting
- Contacted necessary departments for event collaboration (if applicable)**
- Communication**
 - Event information sent to department staff
 - Event information sent to university contacts

ACS EVENTS CHECKLIST:

Marketing:

- Confirmed with the Strategic Communications and Marketing team for marketing and promotional needs
 - Flyer
 - Website event feature (if applicable)
 - Banner/poster (if applicable)
 - Social media coverage
 - Social media promotion
 - Event photography
 - Event videography (if applicable)
 - On-campus screens
 - Event submitted to FIU Calendar
 - Floor stickers (if applicable)
- Point person for marketing:

Support services (if applicable)

- Performer(s)/guest speaker(s) has been contacted at least one week prior to the event talking about:
 - Travel arrangements
 - Confirm hotel needs
 - Directions to campus and building locations
 - Hospitality needs
 - Soundcheck time
 - Arrival time to campus
 - Confirm sound requirements
 - Other:

Facilities

- Tables and chairs have been ordered
- Extra trash bins and recycle bins have been reserved

Post-event responsibilities

- Thank you notes/emails have been sent
- Attendees noted in the applicable system (Handshake, etc)
- Post-event analysis, including:
 - What went right/wrong?
 - Budget and marketing analysis
- Post-event report created and sent to appropriate team members/leadership