Event Planning Check List

This brief event planning checklist summarizes the essential steps for event programmers on campus.

1. Set the date
   a. Check the Zimbra programming calendar for a list of possible availability dates. If you do not have access, email scheduler@earlham.edu.
   b. Check the official college events calendar at www.earlham.edu/events, for confirmed events.
   c. A minimum of two (2) weeks is required for approval for date of the event (e.g. concert, lecture, conference, etc.)

2. Secure funding for your event
   a. Your budget should encompass travel, housing, meals/refreshments, events promotion, staffing, audio/visual, gifts, etc.

   a. For expedited processing be sure to include expected attendance, description, account numbers, adequate set up and tear down time and as much detail for at least the following:
      i. Food Service/FS
         2. Proposed menu options
      ii. Audio Visual/AV
         1. Please be aware audio visual resources may already be in the requested space. (See space features in 25Live)
         2. Proposed pricing structure
      iii. Housekeeping/HK
         1. Always request “HK – Clean Room” resource.
         2. Housekeeping provides additional tables and chairs and arranges specific set up and tear down layouts. (See space features in 25Live).
      iv. Events Staff support/EV
         1. Request “EV – On-Site Manager” resource if your event is open to the general public or if you anticipate over 100 attendees.
   b. For changes and updates to your confirmed reservation in 25Live, email scheduler@earlham.edu.

4. Contract
   a. Whenever you invite an artist, speaker, performer and/or vendor to campus, a contract is required. This also includes Earlham hosted camps and conferences.
   b. When payment is rendered, the following forms are required.
      i. W-9 and Non-Resident Form
         1. If applicable, non-resident must register with Glacier through the Accounting office.
   c. Director of Events and Operations must sign off on contracts for risk management purposes.

5. Promote
   a. Assistant Director of Events provides events promotion guidelines: https://earlham.box.com/v/MarketingPowerPoint

6. Arrange additional logistics (as needed)
   a. Housing
      i. Events and Operations has a list of recommended local accommodations.
   b. Travel/Ground Transportation
      i. Earlham has certified drivers for hire, approved by Public Safety.
      ii. Please follow approved college policy for transportation: https://earlham.edu/public-safety/fleet-vehicle-information/vehicle-reservation-form/

For specific questions in regards to events planning, please email events@earlham.edu.

Office of Events and Operation – Runyan Center Basement - Monday-Friday 8:30 a.m. – 4:30 p.m. - 765.983.1373

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