

KEY DEADLINES FOR SUCCESSFUL EVENTS AT THE REITZ UNION

Please note the following deadlines for important parts of the reservation process. **It is your responsibility to make sure all applicable items are submitted on time. Failure to meet deadlines for items that pertain to your reservation may result in the cancellation of your reservation. This event list represents guidelines only. Timeframes may vary based on specific event needs.**

6 months prior to the event:

- Organize event committee and delegate responsibilities
- Research facility options
- Choose the approximate date and time
- Establish a budget and method for tracking expenses

5 months prior to the event:

- Reserve facility
- Review facility policies and procedures and note any specific deadlines
- Contact outside vendors to reserve additional equipment or services, and inform them of the date, time, and location (if applicable)
- Identify expenditures, payment method, and invoice due date
- Discuss options with catering
- Finalize keynote speaker(s) or special guest(s)

4 months prior to the event:

- Organize event program
- Identify if audio-visual equipment is needed and make allowances in budget

3 months prior to the event:

- Develop marketing plan to advertise the event
- Finalize invitations/event notices
- Confirm keynote speaker(s) or special guest(s)
- Confirm date, time and location with venue
- Reserve audio-visual equipment to guarantee use of inventory
- Secure event funding through Student Government Finance office if the organization/event are Student Government funded
- Submit Program Planning Form/ Permit to Student Activities & Involvement (SAI)(student organization events only)
- Work with SAI staff to draft entertainment contract (if applicable)
- Confirm date, time, and location with outside vendors (if applicable)

2 months prior to the event:

- Implement marketing plan
- Send out invitations/event notices

1 month prior to the event:

- Identify who is working the event
- Recruit volunteers if needed

- Schedule meeting with Event Services Manager to discuss event details (audio-visual equipment needs, room layout, crowd control, decorations, performers/entertainment, rentals, etc.)
- Email performance rider to the Event Services Manager (if applicable)
- Contact University Police Department (UPD) to arrange for officers (if applicable)

3 weeks prior to the event:

- Submit Authorization to Purchase form through SG Finance (if applicable)
- Notify Event Services Office that alcohol will be served (if applicable)
- Contact Division of Alcoholic Beverages and Tobacco to obtain liquor license for events where alcohol will be sold (if applicable)
- Complete insurance paperwork (non-university events only)
- Finalize program schedule
- Coordinate decoration setup

2 weeks prior to the event:

- Return completed Program Planning Form/Permit with all of the necessary signatures to SAI (student organizations events only)
- Cancel ballroom/Arredondo Cafe/auditorium/large outdoor reservations without financial penalty
- Notify Event Services office of equipment rentals from any outside vendors
- Finalize room configuration, decoration information, and audio-visual setup information with Event Services office
- Pay full payment of room rental and audio-visual equipment (non-university events)
- Place catering order (if applicable)
- Send event reminders to guests
- Confirm event attendance

1 week prior to the event:

- Email event program/script to the Event Services Manager
- Print program
- Review contract with facility and catering

2 business days prior to the event:

- Notify Event Services office of any changes to room configuration and audio-visual setup (additional charges may apply)
- Email the list of individuals with backstage access to Event Services Manager (if applicable)

1 business day prior to the event:

- Bring banners to be hung in Grand or Rion Ballrooms to Event Services office (if applicable)
- Cancel meeting room reservations by 12 noon without financial penalty

Day of Event

- Oversee scheduled rehearsals
- Communicate any last minute details to Event Services Manager
- Attend Pre-Event Security Meeting at established time which will be no less than 30 minutes prior to the event start time (if applicable)