

# Event Planning Checklist

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Organization: \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_ Total Spectators Expected: \_\_\_\_\_

Item	Date Completed	Notes
Find a space that will accommodate your event needs <a href="http://umaryland.edu/urecfi/facilities/reservations/room-information/">http://umaryland.edu/urecfi/facilities/reservations/room-information/</a>		
Review reservation rates <a href="http://umaryland.edu/urecfi/facilities/reservations/reservation-rates/">http://umaryland.edu/urecfi/facilities/reservations/reservation-rates/</a>		
Reserve desired space with URecFit <a href="http://umaryland.edu/urecfi/facilities/reservations/">http://umaryland.edu/urecfi/facilities/reservations/</a>		
Meet with Associate Director to review event details		
Will your event include food of any kind? Coordinate with Culinar <a href="https://umbdining.catertrax.com/">https://umbdining.catertrax.com/</a> or receive food exemption from Associate Director.		Food exemptions are only given to student groups/events. Groups must write a letter to the Associate Director with reasons for the exemption, and who is providing the food.
Submit advertisements to Campus Life Weekly- Deadline is Tuesday at 5pm for that week's publication <a href="http://cf.umaryland.edu/campuslifeweekly/">http://cf.umaryland.edu/campuslifeweekly/</a>		
Tweet event to appropriate campus Twitter Accounts:  @UMBnews @umgogreen @URecFit @UM_CampusLife @WellnessHub @UMStaffSenate @UMmedschool @UMDlaw @UMShuttle @UMBDentalSchool @umsop		

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<p>Facebook event to appropriate campus Facebook accounts and UMB students:</p> <p>UMB URecFit, University of Maryland, Campus Life, University of Maryland School of Dentistry, University of Maryland School of Law, University of Maryland School of Medicine Official Page, UM Go Green, UMB Wellness Hub, University of Maryland School of Social Work</p>		
<p>Create a flyer and bring it to the following staff for approval to post:</p> <p>URecFit locker rooms- Meghan Bruce-Bojo- 4<sup>th</sup> floor URecFit  Pratt Bulletin Board- Sara Griggs- Rm 1002 Pratt Gym URecFit  Bulletin board on 1<sup>st</sup> floor SMC Campus Center- Drop off at the Information Desk for approval</p>		
<p>School of Nursing digital display – follow directions at <a href="http://nursing.umaryland.edu/public-affairs/digital-display">http://nursing.umaryland.edu/public-affairs/digital-display</a></p>		
<p>Dental School digital display – follow directions at <a href="http://www.dental.umaryland.edu/signs/">http://www.dental.umaryland.edu/signs/</a></p>		
<p>Pharmacy School digital display – follow directions at <a href="http://www.pharmacy.umaryland.edu/about/offices/marketing/spin.html">http://www.pharmacy.umaryland.edu/about/offices/marketing/spin.html</a></p>		
<p>School of Medicine digital display – follow directions at <a href="http://medschool.umaryland.edu/signs.asp">http://medschool.umaryland.edu/signs.asp</a></p>		
<p>Health Sciences &amp; Human Services Library digital display – follow directions at <a href="http://www.hshsl.umaryland.edu/general/display/index.html">http://www.hshsl.umaryland.edu/general/display/index.html</a></p>		
<p>School of Social Work bulletin submission – follow directions at <a href="http://www.ssw.umaryland.edu/bulletin/">http://www.ssw.umaryland.edu/bulletin/</a></p>		

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University Hospital "Check It Out" (employee intranet for hospital) – e-mail event details to Teresa Ball, <a href="mailto:teresaball@umm.edu">teresaball@umm.edu</a>		
SMC Campus Center Digital Display <a href="http://www.umaryland.edu/campuscenter/the-building-/digital-displays/">http://www.umaryland.edu/campuscenter/the-building-/digital-displays/</a>		
Plan out the registration process- online? In person?		Money handling on site must be approved by Associate Director ahead of time
Gather equipment for event- who is bringing what		
Email reminder to all registrants of event details and URecFit policies- <a href="http://umaryland.edu/urecfite/facilities/policies/">http://umaryland.edu/urecfite/facilities/policies/</a>	1 week before event	Remember: no scrubs, no bags of any kind in rental areas, and no food or gum
Meet with Associate Director to review registration numbers, final details of event and make sure rental fees are paid at the 4 <sup>th</sup> floor Business Desk	1 week before event	
Delegate a clean-up crew right after event	Post Event	Trash or damages will be billed to the group
Send Thank you notes to businesses and participants who sponsored or helped with amount raised or event results	Post Event	