

Event Checklist

This timeline provides a checklist for your program. Adapt it to your own particular needs – establish your own “ideal” and “can’t miss” to-do items.

From 3 Months Out, or at Time of Booking

Week of: _____

- Determine the objective of the meeting and develop the program and budget.
- Book meeting site.
- Send letters of agreement to university venue and suppliers.
- Set up master account for your meeting charges with the venue (and authorize who can sign charges).
- Invite speakers and inform them about your attendees and the facilities, including audiovisual capabilities.
- Notify attendees.
- Make travel arrangements.

At Least 5 Weeks Before Your Meeting

Week of: _____

- Confirm menus, room setups and supplies in writing with your event manager.
- Monitor speakers’ presentation development and offer assistance in reproducing any handouts.
- Order signs and printed materials.
- Mail attendees the agendas, suggested dress and other instructions.
- Order gifts and amenities. Arrange deliveries of gifts and meeting registration materials.

At Least 3 Weeks Before Your Meeting

Week of: _____

- Check with your speakers regarding the process of their presentations, audiovisual and logistical arrangements.
- Submit rooming list to venue and confirm arrangements for amenities.

At Least 1 Week Before Your Meeting

Week of: _____

- Ship materials to arrive 24 hours before your arrival, and confirm arrive before leaving your office.
- Confirm all audiovisual requirements and produce slides.
- Make arrangements for shipping materials back to your office after the meeting.
- Confirm (72 hours in advance) your meal and beverage counts for the first day food functions.
- Take a complete master set of all handouts with you. (If your shipment of materials is lost or delayed, you can arrange to have your master set photocopied.)

Upon Arrival

Arrival Day: _____

- Review details and walk through your meeting space with your event coordinator.
- Personally inspect shipped materials to be sure that all of your items have arrived and that they are in good condition.

Meeting Days

Event Date(s): _____

- Check function space 1 hour in advance.
- Notify your event coordinator immediately of any changes in your plans or requirements.

Concluding a Successful Meeting

- Meet with your event coordinator to review your sessions, charges and receipts.
- Share with your event coordinator the names of personnel who have provided extraordinary service.

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