

Suggested Event Planning Timeline

- ☐ **At least five to six weeks before your event, determine if your event falls under our definition of a complex event.**
 - ☐ A complex event includes but is not limited to an event that is expecting over 75 people, requires coordination between catering, vendors, speakers, and/or requires a contract. If your event meets those qualifications, then you should meet with the Associate Director to discuss and plan your event.
- ☐ **At least five weeks before your event, complete the following:**
 - ☐ If your event requires a contract, determine a fee with your vendor and acquire proof of a written agreement for their services. This should be submitted to the Center for Student Engagement (CSE) through a Purchase Request.
- ☐ **At least four weeks before your event, complete the following:**
 - ☐ Submit a space request in 25live. If you do not hear from ECS within a week of submitting your initial request, please email the Assistant Director, University Events for assistance. Submit a speaker or
 - ☐ presenter request on the Nest. Your request will be reviewed by the CSE and if you are requesting funds from Treasury Board for your event related to your speaker, the speaker should be approved before your presentation.
 - ☐ Submit movie rights quote request form on the Nest. In order to show a movie on campus, you need to purchase the rights to the movie and the CSE can facilitate this process. If you are requesting funds from Treasury Board for the movie rights, secure the rights and determine the price with CSE before your presentation.
 - ☐ Reach out to Chartwells. If you plan on using the University's Catering services, reach out to them to discuss your event, your budget and menu. If requesting funds from Treasury Board, a finalized budget should be presented to them.
- ☐ **At least three to four weeks before your event, complete the following:**
 - ☐ Connect with your ECS point of contact assigned to your event. With more complex events, please reach out to ECS more than 30 days prior to the event.
 - ☐ If you are a student organization or club, connect with your Treasury Board Liaison. Your Liaison is a great wealth of knowledge about the funding process and they can answer any questions that you may have, so be sure to reach out to them.
- ☐ **At least two to three weeks before your event, complete the following:**
 - ☐ Finalize the event setup and audio-visual details with the ECS point of contact assigned to your event.
 - ☐ Confirm your catering contact with Chartwells and receive a final BEO.
 - ☐ Submit a Funding Request on the Nest and present to Treasury Board (if applicable).
 - ☐ If your event requires a contract, check in with CSE about your contract and ensure everything is on set to be completed before your event.
- ☐ **At least one to two weeks before your event, complete the following:**
 - ☐ Submit Purchase Requests on the Nest for event supplies. It can take up to a week for supplies to be delivered, so be sure to order ahead of time. Specialty orders can take longer, so be aware of shipping when planning your event.
 - ☐ Submit your final Catering BEO in a Purchase Request on the Nest for payment processes, which is done by the CSE professional staff. This must be completed at least 5 business days before your event.
- ☐ **On the day of your event:**
 - ☐ Check in at CSE and collect any supplies you would like to use at your event - just make sure to return them after your event or the next day if we are closed.
 - ☐ ECS will facilitate or coordinate the space's equipment and audio-visual setup.
 - ☐ After your event, make sure to remove your belongings, including materials from external caterers, from the space so ECS can prepare for the next event.
 - ☐ If you have any concerns or need to follow up about your event, check in with the CSE Professional Staff.