



CONFIRMATION OF EVENT			
TASK	CONTACT	DUE DATE	COMPLETED
Check all University calendars to be sure event doesn't conflict with other events or holiday			
Post event to UNH's public calendar (if applicable)	Brittany Edgar		
Non-templated collateral request to Communications and Public Affairs (CPA)	CPA		
Templated collateral to be downloaded from CPA's website	CPA		
Save the Date landing page/webpage created			
Alert UNH Police and Durham Fire Dept. of event (if applicable)	UNH Police Durham Fire		
Select and reserve venue (UNH venues listed here)			
Create/consider budget			
Obtain eEVENTS access and training	Jennifer Biron		

16-18 WEEKS PRIOR TO EVENT			
TASK	CONTACT	DUE DATE	COMPLETED
Confirm hosts and/or speakers			
Start planning décor			
Start planning catering needs	University Conferences and Catering		
Reserve a block of hotel rooms (if applicable)			
Secure sponsor(s) for event (if applicable)			

14-16 WEEKS PRIOR TO EVENT			
TASK	CONTACT	DUE DATE	COMPLETED
Save the Date collateral submitted to Printing Services	Kim Humphus		
Event landing and registration pages created in eEVENTS	Jennifer Biron		
Invitation list request submitted	Ambi Sounderraj		
Order necessary event items/materials (awards, supplies, etc.)			
Rent event equipment (chairs, tables, tent, etc.)	UNH Facilities --OR-- Marshall Tent and Event Rental		

10-12 WEEKS PRIOR TO EVENT			
TASK	CONTACT	DUE DATE	COMPLETED
Submit mailing request for Save the Date (if printed) to Mailing Services	Kim Barton		
Save the Date (email or printed) is sent out to guests			
Reserve rental vehicles (if applicable)	Enterprise Rent-A-Car (Durham, NH)		
Reserve parking	UNH Parking Services		



Arrange for photographer	CPA		
Reserve entertainment			

8-10 WEEKES PRIOR TO EVENT			
TASK	CONTACT	DUE DATE	COMPLETED
Submit mailing request for invitation (if printed)	Mailing Services		
Invitation (email or printed) is sent out			
Create event flow/itinerary			
Work with speaker(s) on remarks (if applicable)			
Update UNH Police and Durham Fire Dept. (if applicable)	UNH Police Durham Fire		
Order décor (flowers, posters, banners, etc.)			
Determine if any directional signage will be needed at the event to assist guiding guests			

6-8 WEEKES PRIOR TO EVENT			
TASK	CONTACT	DUE DATE	COMPLETED
Submit catering request	University Conferences and Catering		
Request A/V needs	Audiovisual Support		
Draft script or talking points with/for speakers			

4-6 WEEKES PRIOR TO EVENT			
TASK	CONTACT	DUE DATE	COMPLETED
Request student participation			
Publicize event			

2-4 WEEKES PRIOR TO EVENT			
TASK	CONTACT	DUE DATE	COMPLETED
Creating staffing list			
Finalize event flow			
Finalize speaking program			

1-2 WEEKES PRIOR TO EVENT			
TASK	CONTACT	DUE DATE	COMPLETED
Guest list to catering with dietary restrictions listed			
Hold staff debrief for those working the event			
Submit request for service form to campus partners			
Print programs (if applicable)	Printing Services		



1-2 DAYS PRIOR TO EVENT			
TASK	CONTACT	DUE DATE	COMPLETED
Reminder email sent to registered guests			
Close registration			
Create name tags			
Print seating charts, place cards, etc.			
Pack event bag			
Create registration list for checking people in			

DAY OF EVENT			
TASK	RESOURCE	DUE DATE	COMPLETED
Arrive early			
Check all facilities/room set-up			
Set up registration table			
Load presentation (if applicable)			
Conduct A/V check			
Hang up/put out signs			
Check on catering			
Ensure requested special accommodations have been made			
Take notes during the event for next year			

1-2 DAYS AFTER THE EVENT			
TASK	RESOURCE	DUE DATE	COMPLETED
Thank you email is sent out to attendees			
Email/survey sent to registrants that did not attend (if applicable)			
Update final RSVP list			
Unpack event bag			
Settle cash, credit or checks collected at event (if applicable)			
Return rental vehicle (if applicable)			
Document event process and make notes for next year			
Secure invoices from vendors			
Reconcile budget			