

Name of Event: _____ DATE: _____

Before scheduling, please plan the event with as much detail as possible.

- Designate a primary contact for the event and acquire their contact information (This will be the person who will be in charge of the event).
- Designate a secondary contact and acquire their contact information (This must be a full-time employee or adjunct).
- Determine the set-up time, time event starts and ends, and clean-up time.
- Identify what type of event this is: Banquet or Activity with food, Talent Show, Outdoors, etc.
- If food is involved, be fully aware of food policies on campus. Check with Catering if you have questions.
- Determine the number of people you expect to attend.
- List all resources needed: A/V equipment (including, mics and projectors), tables, chairs, and garbage cans, etc.
- Specify if you will need Audio/ Visual Support (Audio/ Visual Personnel needed for support)
- Mics (Wards are limited to two [2] mics per event)
- All A/V equipment must be reserved. Some groups may have limited access; check with advisor before scheduling.
- Specify number of Tables needed. (Sponsor may need to be prepared to set up tables.)
- Specify number of Chairs needed. (Sponsor may need to be prepared to set up chairs.)
- Call the Scheduling Office at 496-3120 and provide all of the above details.

When confirmation is received from the Scheduling Office:

- Verify confirmation for accuracy.
- Review policy and guidelines at the bottom of the confirmation.
- A full-time Event Coordinator and a Student Event Coordinator will be assigned to your event and the Student Event Coordinator will contact you to verify details. Please contact Event Services if you have questions.
- Keep event changes to a minimum.
- If changes are necessary, contact the Event Coordinator.
- No changes allowed within 48 hours of the event.
- If the event is canceled or some rooms or equipment are no longer needed, notify the Event Coordinator and the Scheduling Office immediately so the inventory becomes available to others.

Day of Event:

- A Student Event Coordinator should make contact with you at the event and be your contact person throughout the event.
- Conduct your event as it has been planned and scheduled. Use only the space and resources you have requested during your scheduled time. Requested resources for your event cannot be added to or changed 48 hours prior to the event.
- Feel free to provide feedback to your Event Coordinator or fill out the online Event Management Survey at www.byui.edu/eventservices.