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# EVENT PLANNING CHECKLIST

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## 1. GOAL SETTING & PRE-PLANNING

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- Type of event. (Lecture, performance, reception, conference, etc.)
- Event qualifies as an internal, partner or external event. ([Review Use of College Facilities & Properties Policy](#))
- Identify the event goals.
- Identify your target audience and review [Universal Access Event Guidelines](#).
- Review budget.
- Identify space for potential reservation. (ex. Classroom, conference room, multipurpose room, etc.)
- Review space needs for event. (Stage, size, location)
- Identify potential dates and event time.
- CHECK: Do you have a clear event vision and budget?

## 2. RESERVING SPACE

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- Compile information for space reservation request.
  - Event Name
  - Event Start Time
  - Event End Time
  - Time needed for setup and clean up.
  - Preferred campus, building and room/space
  - Number of attendees (staff, students, volunteers, and community members)
  - For External Organization, include:
    - Organization Name
    - Organization Address
    - Contact Name
    - Contact Phone number
    - Contact Email
- Submit your space reservation request to [schedulingevents@slcc.edu](mailto:schedulingevents@slcc.edu).
- Determine AV needs for your event.
- CHECK: Is your event submitted to Scheduling events? Do you have a reservation confirmation?

## 3. EVENT/SITE STAFF

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- Different event locations have event/site support that are there to help you. Have you connected with the Event/Site Support?
  - South Campus Event Staff – Ext. 3217
  - Taylorsville Student Center – Ext. 4332
  - Jordan Student Center – Ext. 2670
  - Miller Conference Center – Ext. 5296

- West Valley Learning Center – Ext. 2681
- Westpointe Campus – Ext. 2177

- What exterior and interior doors do you need access for your audience, catering, staff?
- Review your AV needs for your event.
- CHECK: Have you connected with the Event/Site Staff?

#### 4. FIX IT

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- What are the physical needs for your event? Fix It can Tables, chairs, podium, etc.
- Submit a ticket via [fix.it@slcc.edu](mailto:fix.it@slcc.edu) with your setup needs. Include:
  - Required reservation number from Event Scheduling.
  - Event date & time. Indicate the starting and end times for the event.
  - Event Location (campus, building and room).
  - When the setup is needed and when it can be taken down.
  - Indicate the number and types of tables and chairs that you will need. Podiums, stages, and risers are also available. Indicate if you will need these items. Include a diagram and/or photo if possible.
  - Custodial services are provided.
  - Indicate if additional services will be needed such as recycling, snow removal, power washing, HVAC, grounds services to turn off sprinklers, electrical services to turn on outlets.
  - Provide as many details as possible.
  - Provide a point of contact.
  - Submit requests 2-3 weeks ahead of the event. Requests within 48 hours of the event may not be filled.
  - Services may be subject to billing.
- Contact Fix It customer service if you have any questions, Ext. 3911
- CHECK: Verify that you have received a confirmation email from Fix It with a work order number.

#### 5. FOOD & BEVERAGE (CATERING)

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- Will you have food and beverages at your event?
- Review Catering/Food Service Guidelines, <https://www.slcc.edu/foodservices/catering-guidelines.aspx>.
- Contact Taher Professional Food Service for catering needs, [tahercatering@slcc.edu](mailto:tahercatering@slcc.edu) or (801) 957-4481.
- CHECK: Are your food and beverage (Catering) arrangements made?

#### 6. OTHER SERVICES

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- Do you need access to classrooms?
  - This is only for classroom reservations.
  - Do not request key access for the large event spaces such as the South Campus Multipurpose Room, Jordan Auditorium and Grand Theatre. Work with Event or Site support Staff to access these event spaces.
  - Submit key request to the Key Office, <https://i.slcc.edu/facilities/departments/keyshop.aspx>.
  - All key requests need to be submitted 48 hours prior to the event.

- For access to building external doors, please contact Key Office, [keyoff@slcc.edu](mailto:keyoff@slcc.edu) or (801) 957-4102.
- All exterior door access requests need to be submitted one week prior to the event.
- Do you need parking for your guests?
  - Information about parking lots, day permits, and parking regulations is located at <https://www.slcc.edu/parking/index.aspx>.
  - For special arrangements for your event, contact [parkingservices@slcc.edu](mailto:parkingservices@slcc.edu) or (801) 957-4011.
- Do you need guest Wi-Fi services, AV equipment, Technical or Broadcasting support?
  - For any Media Service request, contact [help.desk@slcc.edu](mailto:help.desk@slcc.edu) or (801) 957-5555.
- Do you need security at your event?
  - Arrange for UHP Officers through the Public Safety Department.
  - Fees will apply.
- CHECK: Are all your additional needs arranged?

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## 7. PROMOTING YOUR EVENT

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- Develop a plan for promoting your event.
- Check out Institutional Marketing, <https://i.slcc.edu/institutionalmarketing/index.aspx>, for guidelines, forms and other advertising avenues
- Submit work requests for any website, SLCC TODAY, or video/photography needs for your event. <https://i.slcc.edu/institutionalmarketing/requests.aspx>
- Post your event to the SLCC Event Calendar. <https://www.slcc.edu/today/index.aspx>
- CHECK: Do you have an advertising plan?

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## 8. FINAL PREPARATIONS (WEEK OF EVENT)

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- Complete a walkthrough of the space (if applicable).
- Get a final head count.
- Meet with your event team to ensure everyone has their assignments for event day.
- CHECK: Are you ready to go?

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## 9. DAY OF EVENT

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- Arrive early.
- Have Fun!
- Designate someone as your day-of contact for last minute changes or requests should they come up.

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## 10. POST EVENT

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- Complete all final billing for the event.
- Take time as an event planning team to reflect on the event - what went well? What would you like to do differently next time?
- If this is an annual event, start planning your next event!