

Before the event:

**Budget:**

Prepare proposed budget (Free event or paid event)

Identify funding sources

**General:**

Check University Calendar

Reserve Facility

Prepare and sign contracts

Reserve equipment

Coordinate room setup

Arrange security

Arrange for disability accommodations

**Comply with LUC policies:**

Sales

Fund-raising

**Catering Committee:**

Menu

Select caterer

**Production Committee:**

Arrange for equipment

Arrange for transportation

Arrange for lodging

Arrange for meals

**Tickets Committee:**

Determine seating arrangement

Order tickets

**SEVERAL DAYS PRIOR TO EVENT, CONFIRM:**

Facility is available and setup

Equipment is available and functioning

Security (if needed)

Caterer

Payment services

Transportation (Check Loyola bus service schedule)

**ON THE DAY OF THE EVENT:**

Check setup

Check equipment

**AFTER THE EVENT:**

Clean up

Return equipment