University of Florida - Levin College of Law
Event Planning Checklist

1. **Create goals for your event at least three months in advance to ensure full support**
   - Establish an event summary stating the goal/intention of the event.
   - Establish essential event information
     - Date(s) and time(s)
   - Estimate attendance and identify audience
   - Discuss and create realistic event budget (consider all revenue and expenses)
   - Determine potential entertainment/speakers/facilitators and collect information including name, title, phone number and email contact information.
   - Contact the Office of Communications regarding a goal driven marketing and promotional plan
     - Determine specific marketing needs for the event (social media, press releases, etc.)
     - The following link can help determine necessary level of involvement by communications office: [http://www.law.ufl.edu/news/](http://www.law.ufl.edu/news/)
   - Research venue options, check availability, and review facility policies
     - The following link includes the room request form; list of meeting rooms, terms & conditions, and rental rates for the Levin College of Law's meeting space. [http://www.law.ufl.edu/about/services/event-planning-calendar](http://www.law.ufl.edu/about/services/event-planning-calendar)
     - When reserving a venue, consider extra room/time needed for support of the event (registration, prep room, dressing room, storage, overnight security, setup time, etc.) Keep potential weather conditions in mind when reserving outdoor space.

2. **Consider event details**
   - Establish equipment such as podiums, microphones, chairs and tables, pens and paper, lighting, staging, dry erase boards, trash/recycling, etc.
   - Establish technology services needed from Academic Technology (subject to availability and fees)
   - Will you charge admission? How will registration be set up?
   - Will the event require catering? If so, research local catering options to fit your needs. Keep in mind, UF holds a contract with Pepsico that requires serving Pepsico products at events on UF campus.
   - Serving alcohol? The sale and/or service of alcohol on UF property is subject to the approval of the University of Florida's Office of the Vice President for Business Affairs (204 Tigert Hall, Fax 352-392-6278). To receive permission, complete the Alcohol Approval Form at [http://www.ufl.edu/Documents/Document.asp?DocID=2431](http://www.ufl.edu/Documents/Document.asp?DocID=2431)
     - The complete UF Alcohol Policy can be found under Regulations > Public Functions link at [http://www.regulations.ufl.edu](http://www.regulations.ufl.edu)
   - Does your event require prearranged travel for guests or VIP's? Will your event benefit from creating a room block with a local hotel?
   - For general parking information use the following link at [http://www.law.ufl.edu/about/directions/general-parking](http://www.law.ufl.edu/about/directions/general-parking)

3. **Inform respective departments in person and/or distance education components two months in advance of event (availability is limited and should be secured well in advance)**
   - Students hosting event should contact Student Affairs Director of Student Programs [http://www.law.ufl.edu/student-affairs/current-students/contact-student-affairs](http://www.law.ufl.edu/student-affairs/current-students/contact-student-affairs)
     - Email: student.svc@law.ufl.edu, Phone: 352-273-0620
   - Faculty, Staff and Visitors should contact the Dean's office Public Functions Coordinator [http://www.law.ufl.edu/about/administration/deans-office](http://www.law.ufl.edu/about/administration/deans-office)
     - Phone: (352) 273-0615
   - For technology services, the following link will provide guidance (advance planning is recommended as availability is limited. Fees may apply for this service.) [http://www.law.ufl.edu/about/services/technology-services](http://www.law.ufl.edu/about/services/technology-services)

4. **For more information please visit [http://www.law.ufl.edu/about/services/event-planning-calendar](http://www.law.ufl.edu/about/services/event-planning-calendar) or contact the Public Functions Coordinator (352) 273-0615**

(Updated 06/18/2013)