

**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/>
 - 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>
 - 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>
 - The complete UF Alcohol Policy can be found under Regulations > Public Functions link at <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>
- 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>
 - 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>
 - 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>
- 4. For more information please visit <http://www.law.ufl.edu/about/services/event-planning-calendar> or contact the Public Functions Coordinator (352) 273-0615**