

## University of San Diego Three-Month Timeline

### Three months before the event:

- Fill out the Project Request Form asking for event or invitation assistance
- If you will not be receiving event assistance, set the date of your event
- Determine the goals and objectives for your event
- Decide who you would like to invite to your event
- Book your venue on campus
- Fill out the Banquets and Catering marker
- Secure the date on your program speakers calendar
- Determine your budget and your POETS code
- Secure the date with any other VIP guests who need to attend, including the university's president, provost, vice presidents or deans

### Eight weeks before the event:

- Finalize your invitation and send it to the printer
- Place preliminary orders with vendors — florist, photographer, rental equipment, entertainment
- Order event favors or gifts if necessary
- Contact parking services and request event parking

### Six weeks before the event:

- Mail invitations
- Contact catering and have them help you build your menu based on your budget
- Start putting together your event program. Who is speaking? What is the message?
- Request Alcalá Club students to help at your event — they are available if President Mary E. Lyons is attending

### Two weeks before the event:

- Start collecting RSVPs (RSVP due date should be one week before event)
- Finalize catering order
- Order signage if necessary
- Write scripts if necessary

### One week before the event:

- Finalize guest list
- Call those guests who have sent in an RSVP
- Determine seating arrangements

**Three days before the event:**

- Confirm rental order and delivery/pick up time
- Confirm floral order and delivery/pick up time
- Confirm your reserved parking/parking signage
- Produce name tags
- Finalize your room diagram
- Confirm final guarantee with catering
- Print your event timeline

**Day before the event:**

- Prepare event kit:
  - Tape
  - Scissors
  - Extra name tags
  - Pens
  - Copy of the guest list
  - Contact sheet with your vendors' cell phone numbers
  - Event timeline
  - Event scripts
  - Event signage
  - Checks for any vendors to whom you owe payment

**Day of event:**

- Arrive early to set up
- Check on your reserved parking
- Place bottled water on podium for speaker
- Arrange linens and centerpieces on your tables
- Do a sound check on microphone to set the appropriate volume

**After the event:**

- Reconcile your budget — make sure all bills are paid
- Fill out an event evaluation sheet
- Send out thank you cards