

## **University Departments Event Scheduling Checklist**

### **Define Your Event**

Before you contact schedulers get the basic elements organized:

- Type of event (meeting, conference, discussion group, speaker)
- Purpose and goals of event
- Program
- Title of event (should be short and concise - 5 to 6 words)
- Target audience (students, faculty, all university, or general community)
- Date (primary and secondary choices)
- Start and end times
- Anticipated audience size
- Participant cost (tickets, entry fee or free)
- Room setup needed (auditorium seating, chairs, tables, staging, podium)
- Special equipment (media needs, lighting)
- Food and beverage needs (See menus and services at [www.sandiego.edu/catering/menus.php](http://www.sandiego.edu/catering/menus.php))

### **Check the calendar**

These calendars allow you to plan your event at a time and place that doesn't conflict with other major events:

- Dates to Remember: lists all major campus events and holidays ([www.sandiego.edu/usdcal/dtr](http://www.sandiego.edu/usdcal/dtr))
- Campus Master: lists all events scheduled in university spaces ([www.sandiego.edu/usdcal](http://www.sandiego.edu/usdcal))
- Space availability grid: allows you to see which rooms are available (located at top of Campus Master calendar)

### **Administrative approvals**

- Obtain approvals through department or dean's office, as needed.

## **Budgeting**

- Budget worksheet: Make a chart of identifiable costs
- Identify budget resources:
  - Department POETS code. You will be asked for this when scheduling space in a building that may charge you for space or if you plan on catering or media services.
  
  - Co-sponsoring with an external group. Check the scheduling policy for specific details on co-sponsorship, including university contacts, billing and liability requirements for external groups.

## **Resources**

- Media Services. Most basic services are available through your space reservation. Special needs should be addressed with Media Services, especially audio or video production needs. (619) 260-4567 or [www.sandiego.edu/its/ims](http://www.sandiego.edu/its/ims)
  
- Parking Services. Special reserved parking may be available for speakers or special guests. Scheduler can submit parking request.

## **Reserve Space**

- If you are unsure of where you want to hold your event, contact Campus Scheduling at [scheduling@sandiego.edu](mailto:scheduling@sandiego.edu) or call (619) 260-4592.
  
- To find specific contact information for spaces, go to [www.sandiego.edu/news/eventscheduling2/spaces.php](http://www.sandiego.edu/news/eventscheduling2/spaces.php).
  
- Check reservation confirmation notice. You will receive an e-mail verification of your event reservation. Check title, date, time, place and resources to be certain your event is scheduled properly.