

# EVENT PLANNING CHECKLIST

For Faculty recitals, ensemble concerts, and sponsored or endorsed events.

## AS SOON AS POSSIBLE:

- **Secure a date**
  - Consult 25live for available dates.
  - Contact Concert Committee for Dept. approval. If approved, they will tell the Scheduler and it will be reserved for you in 25live.
  - When you get an email saying that the date is reserved in 25live, open the reservation and add your event description, resources needed, publicity information, and other event details.
  
- **For endorsed/sponsored outside events, submit contract worksheet**
  - Submit worksheet to EMO's Queen Lanier —required for sponsored or endorsed events only.

## 4-5 WEEKS PRIOR TO EVENT:

- **Initiate publicity**
  - Contact Publicity Manager, Nikki Beck at **ex. 3222**.

## 3 WEEKS PRIOR TO EVENT:

- **Submit information for poster**
  - See separate sheet *Posters & Programs* for deadlines and details.
  - **One** reminder about poster and program deadlines will be sent by Event Scheduler.

## 2 WEEKS PRIOR TO EVENT:

- **Submit all program materials for your event program.**
  
- **Make sure all resources needed for your event are in your 25live reservation.**
  
- **Inform Publicity Coordinator of the details of your event.**