

UNT Event Safety Committee: Event Planning Timeline

Completed	Task
6-12 Months Before Event	
	Determine event purpose, theme, activities, and type of attendees. Use the step by step planning guide on the UNT Event Safety Website
	Decide what type of event (open party, concert, banquet, movie night, etc.)
	Select date (2-3 dates preferred for scheduling purposes). Check for conflicts with other calendars (UNT, athletics, other student organizations, holidays, etc.)
	Submit event via Org Sync (if large scale event, can be submitted the semester prior) (http://unt.orgsync.com/)
	Contact venues about availability (2-3 venue/rooms preferred for scheduling purposes)
	Create a budget
	Attend Large Event Planning Training (eventsafety@unt.edu)
	Review past event to see changes that could be made
	Select event planner
	Determine if you are planning on having alcohol at your event
3 Months Before Event	
	Submit event via your organization's Org Sync (if not done semester prior)
	Be sure your organization is registered with student activities (http://studentaffairs.unt.edu/student-activities-center/programs-and-services/student-organizations/registration)
	Attend Large Event Planning Training if this has not been done prior
	Create event timeline (set up, event time, clean up)
	Make sure organization insurance is up to date/purchased through UNT if not provided by national organization (crystal.daniels@unt.edu)
	Submit request for Eagle's Nest Funding (https://studentaffairs.unt.edu/org/student-government-association/services/eagles-nest-funding)
	Contact DJ/performers/etc. (once date is confirmed)
	Create layout of venue for scheduling purposes
2 Months Before Event	
	Event Safety Committee meeting scheduled
	Discuss AV needs and room set up (will be done at ESC meeting)
	Submit UNT PD request form (will be done at ESC meeting if not done prior)
	Determine ticketing needs/requirements (will need pre-sale tickets via Union Ticketing if open party)
	Determine advertisements for event
	Obtain film rights if needed for event
	Create schedule of events for actual day-of planning
	Work with Event Safety and Union Ticketing to determine check disbursement dates for pre-sale tickets
	Get marketing (language only) approved by ESC
1 Month Before Event	
	Advertise event
	Tickets go on sale via Union Ticketing (UNTUnionTickets.com)
	Order food via Verde/Food-to-Go
	Determine organization staffing needs and responsibilities for event
	Determine if parking passes are needed for attendees or performers
	Decide if rain location is needed
2 Weeks Before Event	
	Finalize décor

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	Finalize catering numbers (10 days prior)
1 Week Before Event	
	Finalize last minute set up needs
	Finalize AV needs
	Confirm Guest List
	Send reminder about event
2-3 Days Before Event	
	Meet with ESC rep., UNTPD, and advisor for event walkthrough Contact ESC about wristbands if you need to pick them up
	Print off event safety planner and event confirmation and bring to walkthrough
Day of Event	
	Arrive on time for set up and pre-event meeting with UNTPD and ESC
	Bring all instructions, confirmations, phone numbers with you to event
	Set up event
	Relax and have fun!
	Clean up after event. All venues must be left the way they were upon arrival
Post-Event	
	Reflect upon what went well and what could have gone better
	Pay any outstanding charges
	Pick up any funds dropped off at event from sales at the door