

Duke Law School Event Planning Checklist

This is a brief checklist of steps to planning a successful event; please read the online Event Planning Guide carefully to learn about additional details and policies.

Six Weeks or More Before Event:

- Determine your co-sponsors and invitees
- Contact speakers and participants and discuss time, date, place, dietary requirements, mode of and payment for travel, and technical needs
- Determine cost of event and funding sources; submit budget for approval
- Check the Law School Calendar for available dates
- Reserve a Law School space through Groupwise
- Submit Event Notice Form: (this will post event to calendar and The Duke Law Daily):
<http://www.law.duke.edu/communityinfo/submissions>
- Book travel arrangements and communicate travel reimbursement guidelines to participants
- Establish a publicity plan for the event: create and print materials such as brochures, posters, and flyers; mail/e-mail invitations
- Request special services, equipment, and/or parking

One to Two Weeks before Event:

- Advertise: post flyers/display posters, send email to invitees
- Meet with all involved event staff to discuss logistics for the day of the event
- Complete a housekeeping request form to request trash cans, tables/chairs, and building access. Submit four copies to the Building Manager, Catherine Hall (Room 3038)
- Request parking passes from Cheril Pulliam (pulliam@law.duke.edu) or Nanika Rhodes (NRhodes@law.duke.edu)
- Order catering

Day Before Event:

- Send a final email reminder to invitees
- Buy food, drinks, ice, tablecloths, and utensils not supplied by caterer
- Pick up parking passes for speakers
- Print directional signs if event is open to public

Day of Event:

- Check room to make sure it is clean and holds the necessary equipment and furniture
- Post directional signs to the room, if event is open to public
- Meet caterer or set-up refreshments
- Place water at the podium for each speaker
- Set-up name tags and/or distribute programs
- If recording event, collect Media Services Release forms from speakers

One to Two Weeks after Event:

- Send speakers thank-you notes
- Pay vendors: submit original receipts for payment/reimbursement
- Compile a list of all expenses incurred for the event
- Debrief with team: discuss possible improvements in the process