EVENT PLANNING TIMELINE

Event Title: ____________________________________________________________

Event Date: ____________________________________________________________

Event Location: __________________________________________________________

Event Coordinator: _______________________________________________________

6 Weeks Prior

Submit your SEAB Form
SEAB is the Student Events Advisory Board and serves as a clearing house and advocacy board for club and organization events. This form provides clearance for campus reservations and resources.

CONTRACTS
Independent Contract Agreement, Guest Speaker Contract, Standard Engagement Contract, Agency Contract

Reserve Space on Campus
Nevadaasun.com, select Event Calendar (top right hand corner), and clicking submit a New Event (SEAB Form).

Inkblot Work Order
If you received Tier 1 Funding

Request Buildings & Grounds Resources
Tables, chairs, power, trash cans etc.

6 Weeks Prior

Contact Rocio Ayard-Ochoa (775)-784-6589
Contracts cannot be signed by student clubs and organizations.

6 Weeks Prior

Reserve Space on Campus
Meeting rooms, tabling space, ballrooms, etc.

Jarrett Damato
Club Engagement Assistant
jdamato@unr.edu

2+ Weeks Prior

Attend SEAB
If requested to attend for your event

2+ Weeks Prior

Follow-up with SEAB Requests
- Security booked?
- Confirm requests with B&G
- Liability Waivers?
- Contracts processed?
- Etc.

Anything else???
Think of all the last minute items that you can confirm

1 Week Prior

Check, IPO, Credit Card Requests
Submit your requests at Nevadaasun.com Under Forms

1 Week After

Event evaluations & thank you cards!

1-2 Days Prior To

Pick up credit card, IPO, Equipment, Buy Food, Volunteer List, Follow up with Space Reservations

For more information contact:

Rocio Ayard-Ochoa
Assistant Director of Student Engagement
rayardochoa@unr.edu
For SEAB, Event Planning, Contracts, Questions, etc.

Delana Miller
Assistant Director of Central Station
accounting@asun.unr.edu
For your C&O Account & Financial Questions

2+ Weeks Prior To

Sound & Lights Request
Request Sound & Lights at Nevadaasun.com Under Forms

Joe Scheduling Office: 784-6505
csures@unr.edu

Jarrett Damato
Club Engagement Assistant
jdamato@unr.edu