



Event Checklist

Use the following as a guide for planning your event and to prepare to reserve meeting or event space on campus.

1. **Set budget**
 - 1.1. Obtain quotes for all expenses, including room rental fee and personnel.
 - 1.2. Determine your income or allocated funds to support event from your budget or finance manager.

2. **Research potential funding sources**
 - 2.1. Partner with other offices to make your event financially feasible.

3. **Determine event date and time**
 - 3.1. Ensure hosts, VIPs and/or speakers are available for specified dates.
 - 3.2. Consult the academic calendar (<https://www.unr.edu/admissions/records/academic-calendar>), as well as religious calendars for best timing.
 - 3.3. Think of campus culture/workday schedule when selecting times.
 - 3.4. Consider an alternate date/time if the desired location is not available.

4. **Select and reserve venue**
 - 4.1. Check availability for desired space by contacting the appropriate space manager.
 - 4.2. If your first choice is not available, check availability for alternate date/time or for other spaces that can accommodate your needs.
 - 4.3. Remember to review:
 - 4.4. A/V capabilities for your desired space.
 - 4.5. VIP parking availability/restrictions.
 - 4.6. Maximum capacities (people).
 - 4.7. Building hours.
 - 4.8. Included equipment with room rental.

5. **Schedule inclement weather plan, if applicable**
 - 5.1. Request an inclement weather location or date if planning an outdoor event.
 - 5.2. Determine who will make the rain plan call.
 - 5.3. Develop an action plan within your team to communicate changes due to inclement weather.
 - 5.4. Determine how and when you will communicate the rain location to your guests.
 - 5.5. As soon as rain plan is established, consider additional needs to accommodate the plan. (i.e. different staff, vendors, rental equipment, etc.)

6. **Schedule planning meetings**
 - 6.1. Arrange to meet regularly with key players, as well as walk-through meetings with caterers/vendors/volunteers.
 - 6.2. Meet with and clarify goals with VIP's/guest's representatives.

7. **Determine guest list**
- 7.1. Confirm any special needs.
 - 7.2. VIP needs: escort; parking; additional Public Safety.
 - 7.3. If minors will be invited, complete all steps in the [Protection of Children Information Packet \[PDF\]](#) in compliance with the Protection of Minors Policy.
8. **Secure A/V needs for event**
- 8.1. The Office of Digital Learning can help you determine your AV needs and how best to secure them.
 - 8.2. Visit the Office of Digital Learning website at <https://www.unr.edu/digital-learning>.
9. **Select & book caterer**
- 9.1. Silver & Blue Catering is the University's exclusive catering provider. Catering requests must be submitted directly through Silver & Blue Catering.
 - 9.2. Do any of your guests have dietary needs?
 - 9.3. Remember vegetarian options.
 - 9.4. Determine VIP's preferences.
 - 9.5. Will you need linens from the caterer or other rental company?
 - 9.6. Remember water for the podium and/or bottled water for guests.
 - 9.7. Consider local/sustainable options.
 - 9.8. Discuss service expectations - how many servers per table, when do you expect tables to be cleared, etc.
 - 9.9. Consider tailoring menu to VIP's/guest's interests/background.
 - 9.10. If not using Silver & Blue Catering, request a Catering Exemption by contacting Silver & Blue Catering.
10. **Will there be alcohol at your event?**
- 10.1. Adhere to the University's Alcohol Policy: <https://www.unr.edu/administrative-manual/5000-5999-general-university-services/5313-alcoholic-beverages>.
11. **Other details to consider**
- 11.1. Secure a florist if needed.
 - 11.2. Secure a DJ if needed.
 - 11.3. Consider any special needs vendors might have, such as a table, chairs, water, or special electric requirements.
 - 11.4. Consider the time of year and if your venue has heat, air conditioning, circulation, fans.
 - 11.5. If you put up any directional signage, it must be removed at the end of your event.
 - 11.6. Consider and communicate any physical limitations of your participants.
 - 11.7. Load-in/delivery capabilities.
12. **Scheduling Services Contact Information**
- 12.1. Please contact Scheduling Services if you have any questions: [\(775\) 784-6837](tel:7757846837), Monday-Friday, 8 a.m.-5 p.m. or scheduling@unr.edu.