

## ASU Mid-South Guide: Event Planning

Information	Point of Contact(s)	Form(s) Needed <small>Forms are found under Kiva: Shared: Forms</small>	Suggested Timeline
<b>EVENT PLANNING NOTIFICATION FORM</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit form with the following info:               <ul style="list-style-type: none"> <li>• <i>Name of event</i></li> <li>• <i>Point of contact</i></li> <li>• <i>Event Date</i></li> <li>• <i>Event objectives</i></li> <li>• <i>Target audience</i></li> <li>• <i>Career Readiness Competencies</i></li> <li>• <i>Learning outcomes</i></li> <li>• <i>Location</i></li> <li>• <i>Is Chancellor's attendance requested?</i></li> </ul> </li> </ul>	Event Planning Committee Chair	Event Planning Notification Form	30 days prior
<b>EVENT SPACE</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit room request and Facilities Use form</li> <li>• <i>Consider number of possible attendees</i></li> <li>• <i>Technology or A/V needs</i></li> <li>• <i>Campus security- after-hours event/ campus tour</i></li> </ul>	Academic Affairs Admin	Astra Calendar Astra 8 Calendar Instructions  Facilities Use Form	30 days prior
<b>MAINTENANCE</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit maintenance request</li> <li><input type="checkbox"/> Provide diagram or written instructions for setup</li> <li><input type="checkbox"/> Request supplies or equipment from other departments, if applicable</li> </ul>	Director of Maintenance  IT, Support	Maintenance Request  IT Request	30 days prior
<b>FOOD/CATERING/PRIZES</b> <ul style="list-style-type: none"> <li>• <i>Will food, supplies, prizes be needed?</i></li> <li><input type="checkbox"/> Contact caterer for event quote</li> <li><input type="checkbox"/> Input Banner requisition for food and supply purchases</li> </ul>	Finance, Purchasing Specialist	Approved Caterer List Café Grill Catering Gift Prize Award Forms	30 days prior
<b>MARKETING</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Creative Services Request</li> <li>• <i>Does event need to be shared on social media, print flyers, plasma?</i></li> <li>• <i>Photo/video needs</i></li> </ul>	Director of Marketing	Creative Services Request	30 days prior
<b>VOLUNTEERS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request volunteers from other divisions</li> <li><input type="checkbox"/> Communicate assignments and expectations</li> </ul>	Event Planner  Faculty/Staff		2-3 weeks prior to event day
<b>WEEK OF EVENT</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule in-person meeting with volunteers</li> <li><input type="checkbox"/> Gather prizes</li> <li><input type="checkbox"/> Check in with Maintenance/IT</li> <li><input type="checkbox"/> Purchase food/supplies OR confirm catering</li> <li><input type="checkbox"/> Create sign-in sheet</li> </ul>	Faculty/Staff  Director of Maintenance  IT, Support		7 days prior- Week of event
<b>EVENT EXECUTION / WRAP-UP</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit signed receipts to Finance</li> <li><input type="checkbox"/> Collect sign-in sheet</li> </ul>	Finance, Purchasing Specialist		Event day- Day after event