

EVENT PLANNING CHECKLIST

- ☐ **Check room/space availability** in 25Live. If you require assistance in how to do so, contact Facilities event coordinator for instructions.
- ☐ **Create reservation request.** In the comments section, indicate actual event start and end time.
Example: You have reserved room 5401 from 8:00am – 3:00pm.
Your actual event, however, begins at 9:00am, ends at 2:30pm
(that information needs to be relayed to scheduler in the comments section) if you have not used the “additional time” indicators in the 25Live form.
- ☐ Offering free parking? **Reserve the Parking Lot(s)** you want in your 25Live reservation along with your room requests. In the location box, type in the word LOT and the selection of lots will show. If you do not reserve the lots, Campus Police will be citing in them on the day of your event.
- ☐ **Upload set-up diagrams** directly into your 25Live reservation record (before you complete and submit your request) which will indicate placement of stage, chairs, tables, podium, whatever is needed to ensure the room is set up to your specification for the day of your event.
- ☐ **Complete and upload IT Questionnaire** advising what you will be looking to do in the space and what equipment support you will need.
- ☐ **Schedule IT technology walk-through** prior to your event, by indicating on your IT Questionnaire, if you need instruction on how to operate room equipment.
- ☐ **Event Announcements** – create them just as a reservation request. A step-by-step instruction sheet is available upon request from Facilities Services or Lana Rauch.
- ☐ Will you need **sandbags for tent canopies** your department will be providing for your event? Inform Facilities Services event coordinator at the time of making your reservation.
- ☐ Will you need **electrical source**? Inform Facilities Services event coordinator.
- ☐ Inform Facilities Services event coordinator if **busses** will be bringing students into campus, so a plan can be created for drop-off, pick-up and where busses will park and stage while waiting. Number of busses or vans is information needed, as well.
- ☐ **Vendor Insurance.** The link below describes requirements. Forward policy documentation obtained by your vendor to Facilities Services event coordinator. This is required for any vendor

providing services that will be involved in deliveries on campus property or rendering services on campus property (other than in the parking lots)

Examples: caterers, food trucks, DJs, equipment deliveries:

https://www.cuesta.edu/about/leadership/vpas/insurance_contract_requirements.html

Set deadlines with your vendors that insurance is needed 7 days prior or cancel. Receiving insurance on the day of the event is not acceptable. *(Sometimes policies need to be revised and time is needed for that to occur)*

- ☐ **Request room unlocks** by emailing Campus Police (for rooms other than 5401, which they always unlock each morning). Copy Facilities Services on your email communication.
- ☐ **Place Signage** – directing traffic if needed.
Remove sandwich board signage after event.
- ☐ How to **pay for your Event** – Refer to separate instruction sheet. An invoice for any expenses will be received after your event. For internal events, it is usually only parking lot fees, if they were reserved for your event.
- ☐ **Reference reservation numbers** in all communications with Facilities Services event coordinator. The reservation number can be located on your reservation confirmation email that you will receive and is generated from the 25Live system. It will look like: 2023-ABJXTQ as an example.

Your event is one of a number of events that are always in various planning stages, at any given time. Numerous emails are received by Facilities Services every day relating to changes, requests, set-ups. Without a reservation number included in your email, in many cases, will be returned requesting one.

To avoid delay, please include them in all communications.

Our teams want to support you, in every way possible, in making your event a success. Your feedback is important. If you see need for improvement in any area of event support, please let us know, as that is the only way we learn how we can improve your experience of planning and hosting events on campus.

