



Event Checklist for Internal UTM Clients

3+ months before the event:

- Reach out to your [designated Special Event Coordinator](#) with:
 - Date & time
 - Event Idea & goals
 - Number of attendees
 - Expectations of the event
- Browse space availability
- Request to put space(s) on hold

1-2 months before the event:

- Reach out to your designated Special Event Coordinator and:
 - Confirm the date & time
 - Confirm number of people
 - Confirm location
 - Release other space on hold that are not needed
- Meet weekly with your Special Events Coordinator
- Finalize list of attendees
- Collect dietary restrictions for your attendees
- Discuss menu & ask for suggestions
- Confirm if bar is needed (host or cash bars available)
- Reach out to I&ITS for your AV needs
- Discuss floor plan: Special Event Coordinator to place initial work orders
- Discuss other needs: rod & drape? Photobooth? Stage?

2 weeks before the event:

- Discuss your parking needs with your Special Event Coordinator
- Confirm catering menu
- Finalize floor plan / update work orders if necessary
- Review small details / make changes as needed

1 week before your event:

- Complete any finishing touches & AVOID major changes

Post Event:

- Meet with your Special Event Coordinator to discuss:
 - What you liked about your event
 - What you would change for next time