*This document is a checklist of items to consider when planning your event on campus.*

1. Date selection:
	* Consult [Federal and Religious Holiday calendars](https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=Overview)
	* Consult [campus closure schedule](https://www.purdue.edu/hr/Benefits/LTD/holidays.php)
	* Consult Purdue [event calendar](https://events.purdue.edu/?utm_source=sfmcPT&utm_medium=email&utm_campaign=230919PurdueToday&utm_term=Purdue+University+Events+Calendar&utm_id=790203&sfmc_id=0038c00003HUJXzAAP)
	* Confirm President/EVP/Provost/Dean schedule, if applicable
2. Forms:
	* [Presidential request form](https://www.purdue.edu/president/appearancerequest)
	* [EVPR speaker request form](https://purdue.ca1.qualtrics.com/jfe/form/SV_aUYAWrXnAV3GBHo)
	* [Provost speech request form](https://www.purdue.edu/provost/about/speech-request-provost.php)
	* [Marketing/Communications assistance form](https://form.asana.com/?k=eJ7fYzjWS6X6nO0dbuA8Ew&d=953574258475112&rr=699328&_ga=2.262588682.708421554.1697431874-890113354.1675099655)
3. Meeting/event materials:
	* [Create an agenda](https://dev.www.purdue.edu/research/oevprp/communications/docs/events/Agenda_template.docx) (.docx template)
	* Compile Purdue attendee bios
	* Work with [communications team](https://form.asana.com/?k=eJ7fYzjWS6X6nO0dbuA8Ew&d=953574258475112&rr=699328&_ga=2.262588682.708421554.1697431874-890113354.1675099655) to develop marketing materials, if needed.
		+ Emails
		+ Invitations
		+ Program
		+ Signage
	* Create [nametags](https://www.avery.com/templates/category/name-tags-badges)
4. Logistics:
	* Reserve space for meeting, event, etc.
		+ [UniTime](https://timetable.mypurdue.purdue.edu/Timetabling/main.action) (for most conference rooms on campus)
		+ [Resource Allocation Tool](https://engineering.purdue.edu/ECN/Resources/Tools/RAT/Entities/Zucrow) (for Chaffee Hall, Zucrow Labs and HARF)
		+ [Purdue Memorial Union space](https://www.union.purdue.edu/event-services/space-reservation-instructions.html)
	* Determine account number to charge for all services/expenses
	* Determine [audio-visual needs](https://www.it.purdue.edu/facilities/avservices/index.php)
		+ Laptop/computer
		+ Projector
		+ Screen
		+ Microphone needs (handheld, lavalier, podium, etc.)
		+ Slide advancement needs
	* Determine [catering](https://dining.purdue.edu/AboutUs/ApprovedCaterers.html) and meal needs
	* Determine [lodging](https://www.purdue.edu/visit/see-and-do/index.php) needs
	* Request [parking passes](https://www.purdue.edu/parking/) and/or set up transportation
	* Determine if event registration is needed
		+ Create a [Qualtrics](https://one.purdue.edu/) form for RSVPs, if applicable
	* Determine security needs
		+ Contact Office of Research Security/Export Controls and Facility Security Officer as necessary
5. Communication needs:

Please [submit a project request](https://form.asana.com/?k=eJ7fYzjWS6X6nO0dbuA8Ew&d=953574258475112&rr=699328&_ga=2.219579679.708421554.1697431874-890113354.1675099655) with the Office of Research Communication to support your communication and marketing needs, such as:

* + Determining if photographer is needed.
	+ Developing a news and media plan (social media posts, press release, etc., as needed).
1. Know before you go communication:
	* Send final “Know before you go” packet to the visitor(s)
	* Include the following items
		+ Agenda
		+ Purdue Bios
		+ Hotel Confirmations (if applicable)
		+ Maps
		+ Parking information
		+ Dress code (if applicable)
			1. Uniform for military
			2. Lab requirements? Close toed shoes, pants
			3. Total cost of meals (for DoD)