*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](mailto:exportcontrols@purdue.edu) and [Facility Security Officer](mailto:nkreuzma@purdue.edu) 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)