

OFF – CAMPUS EVENT PLANNING CHECKLIST

- _____ Name ONE person as manager of the event. That person is responsible for coordinating plans, working with others involved to plan the program, and assuring that all logistics are predetermined and functional.
- _____ Define the purpose of the meeting and enlist administrative assistance to ensure objectives will be met****
- _____ Schedule and coordinate the time.
- _____ Reserve a place.
- _____ Assure that invitations are OUT no later than 10 days before the event.**
- _____ Notify Public Relations of event to coordinate publicity and coverage.
- _____ Notify the local press and assure coverage by media.
- _____ Plan to have BPC display (from Admissions), appropriate public relations materials and literature on hand.***
- _____ Make certain that enough publicity materials are carried to the event to mark it as a BPC program (both in the meeting facility and outside).
- _____ Secure appropriate nametags and felt tip pens (“Husky” pens, at minimum).
- _____ Send notice to all BPC personnel who need to be in attendance at least three days prior to the meeting and coordinate travel, transportation of necessary campus materials, and determine a meeting time and place at least one hour prior to the event.

** If invitations are not **mailed** 10 days prior to event, the event should be cancelled.

*** No event or meeting off-campus should be conducted without registration cards, name tags, BPC promotional literature and identification posters.

**** Every off-campus event needs a written statement of purpose and a plan to meet that objective.

Contact for Interpretation: President’s Office

This policy statement supersedes all previous policy statements on this subject.