

# NEW EVENT CHECKLIST

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**ALL** events must be APPROVED a minimum of 8 weeks in advance.

## START

- Check budget
- Decide on location and layout
- Decide on vendors and make sure appropriate Risk Management paperwork is filled out ([found here](#))
- Confirm date availability in EMS ([found here](#))
- Fill out Event & Calendar Request Form ([found here](#))
- Create a Posters and an E-poster ([policies found here](#))
- Invite attorneys, panelists, and/or other guests

## APPROVALS

- Email Event & Calendar Request form (signed by appropriate parties) to [Ms. Perez](#)
- Provide Risk Management paperwork and approval from [Mr. Soto](#)
- Initiate Facilities/Housekeeping request if needed (see [Mr. San Juan](#))
- Place food/catering order (4 weeks out)
- Process Purchase Requisitions ([found here](#))

## ADVERTISE EVENT

- Create Facebook event and post (4 weeks out, 2 weeks out, week of)
- Post Twitter comment (4 weeks out, 2 weeks out, week of, day before or day of)
- Post on Instagram
- Post on TWEN
- Event will automatically be email student body, faculty, and staff via The Docket after ECR is approved
- Email e-poster to [lawstudentaffairs@laverne.edu](mailto:lawstudentaffairs@laverne.edu) to post prior to the event (3 weeks out)

## EVENT

- Complete your Pre/Post Evaluation
- Post pictures on Facebook, Twitter, and Instagram
- Provide thank you gifts for panel/participant/attorneys/special guests

## POST EVENT

- Complete your Pre/Post Evaluation
- Send thank you email/letters to panel/participant/attorneys/special guests
- Process [Check Request/Expense Reimbursement/Change Order Request](#) if needed

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Completed/Reviewed by:

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Student Representative

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Advisor