

Event Checklist

Use the following as a guide for planning your event and to prepare to reserve meeting or event space on campus.

1. **Set budget**
 - 1.1. Obtain quotes for all expenses, including room rental fee and personnel.
 - 1.2. Determine your income or allocated funds to support event from your budget or finance manager.

2. **Research potential funding sources**
 - 2.1. Partner with other offices to make your event financially feasible.

3. **Determine event date and time**
 - 3.1. Ensure hosts, VIPs and/or speakers are available for specified dates.
 - 3.2. Consult the academic calendar (<https://www.unr.edu/admissions/records/academic-calendar>), as well as religious calendars for best timing.
 - 3.3. Think of campus culture/workday schedule when selecting times.
 - 3.4. Consider an alternate date/time if the desired location is not available.

4. **Select and**
 - 4.2. If your first choice is not available, check availability for alternate date/time or for other spaces that can accommodate your needs.
 - 4.3. Remember to review:
 - 4.4. A/V capabilities for your desired space.
 - 4.5. VIP parking availability/restrictions.
 - 4.6. Maximum capacities (people).
 - 4.7. Building hours.
 - 4.8. Included equipment with room rental.

5. **Schedule inclement weather plan, if applicable**
 - 5.1. Request an

