



RECOMMENDATIONS FOR COORDINATION

Consider the following areas as you plan your event and before submitting your Event Request. Thinking through your needs early can help ensure adequate planning time and identify any support or coordination that may be needed.

PLAN AHEAD

Please submit requests early enough to allow time for review and coordination.

Major Events

Submit at least **45 days prior to the start of the semester** in which the event will occur.

Smaller Events

Submit at least **4–6 weeks in advance**.

Events Requiring Significant Support

Allow additional planning time for events requiring extensive coordination with Marketing & Communications, Facilities, IT/AV, Security, catering or other campus partners[\[CD1\]](#).

BEFORE YOU START THE FORM

Having the following information ready will make the submission process easier:

- Event name, date and time
- Setup and cleanup time
- Primary contact and sponsoring department/program
- Target audience
- Estimated attendance
- Event purpose and desired outcomes
- Preferred location
- Food or catering needs
- IT/AV needs
- Marketing and communications needs
- Facilities or room setup needs
- Campus leadership participation, if applicable

Requesting Dean Schlueter's Participation?

Please include:

- The role you would like the Dean to have
- Requested arrival time
- Approximate length of attendance
- Any speaking, welcome, introduction or presentation responsibilities

EVENT DESCRIPTION

Keep your description brief and focused on:

Purpose — Why are you holding the event?

Audience — Who is the event intended for?

Experience — What will participants do or experience?
Outcome — What do you hope the event accomplishes?

