Here are some things to consider when planning an event

Finding the proper space for your event.

- Do you need break out space?
- Can you host your event in one room?
- Does your budget work with the rental space AND catering?
- Does the rental space fit the number of guests you want to host?
- Is there transportation to the space for your guests?

Decide on the type of event you are hosting and the set up needs for the room.

- What type of tables or layout do you want in the room?
- Does the venue have the type of tables you need?
- Do you need to order any furniture for the event?
- Do you need linens for the tables or is the caterer taking care of this? (If so, you need to be sure to place this order about 2 weeks in advance)

Do you need AV?

- Microphones
- Presentation Screen or monitor
- Teleconferencing
- Video Conferencing
- Laptop or other devices
- Do you need easels or boards to write on?
- Does the venue have these items OR do you need to provide these?

Do you plan to cater the event?
Make sure you have budgeted for catering. This tends to be the biggest expense of an event.

- ✓ Get a your count of attendees two weeks out from your event so you can alert the rental space coordinator and caterer.

- ✓ Make sure you confirm the space you have rented at least 3 weeks out. If there is a contract or agreement, make sure that it is signed and received by your venue.

Items to think about:

- Transportation Options
- Parking Information
- Directions to the venue
- Your arrival time at the venue for set up

What will you need to bring to the event space?

- Handouts
- Laptops
- Pens
- Paper
- Post its
- Agendas
- Name tags or table numbers