Duke Law School Event Planning Checklist

This is a brief checklist of steps to planning a successful event; please read the online Event Planning Guide carefully to learn about additional details and policies.

**Six Weeks or More Before Event:**

— Determine your co-sponsors and invitees
— Contact speakers and participants and discuss time, date, place, dietary requirements, mode of and payment for travel, and technical needs
— Determine cost of event and funding sources; submit budget for approval
— Check the Law School Calendar for available dates
— Reserve a Law School space through Groupwise
— Submit Event Notice Form: (this will post event to calendar and The Duke Law Daily):
  [http://www.law.duke.edu/communityinfo/submissions](http://www.law.duke.edu/communityinfo/submissions)
— Book travel arrangements and communicate travel reimbursement guidelines to participants
— Establish a publicity plan for the event: create and print materials such as brochures, posters, and flyers; mail/e-mail invitations
— Request special services, equipment, and/or parking

**Day Before Event:**

— Send a final email reminder to invitees
— Buy food, drinks, ice, tablecloths, and utensils not supplied by caterer
— Pick up parking passes for speakers
— Print directional signs if event is open to public

**Day of Event:**

— Check room to make sure it is clean and holds the necessary equipment and furniture
— Post directional signs to the room, if event is open to public
— Meet caterer or set-up refreshments
— Place water at the podium for each speaker
— Set-up name tags and/or distribute programs
— If recording event, collect Media Services Release forms from speakers

**One to Two Weeks after Event:**

— Send speakers thank-you notes
— Pay vendors: submit original receipts for payment/reimbursement
— Compile a list of all expenses incurred for the event
— Debrief with team: discuss possible improvements in the process