

## Event Planning Checklist

### PRE-EVENT PLANNING

To ensure availability of resources, make initial contact with the Scheduling & Event Operations office early in your event planning. Prepare an initial outline for your event. Determine what your needs will be:

- What dates and times will work best? Are there any other major events scheduled at that time? Are the dates and times during normally staffed hours? If not, additional charges could apply.
- Determine the number of participants – What size rooms will you need?
- What support services will you need? Custodial, Dining, Security, Parking, AV equipment & technical support
- Determine your budget
- Who will be making the payments for the event? Invoices paid by JV transfer have discounts that invoices paid by external accounts do not receive.

### SCHEDULING YOUR EVENT

Submit the "Online Reservation Request" at

[https://sdmines.sdsmt.edu/cgi-bin/global/adprotected/rs\\_update\\_reserves.cgi](https://sdmines.sdsmt.edu/cgi-bin/global/adprotected/rs_update_reserves.cgi) :

See Scheduling Tips for instructions on how to complete the online form.

- Once you receive your confirmation emails, confirm that your reservation has been scheduled to your specifications
- Contact Scheduling & Event Operations staff regarding any changes, corrections, or additions to your reservation
- Continue to review and update all arrangements with staff as needed (final information required 14 working days prior to the start of your event.)
- Schedule a planning meeting with staff – Large and/or multiple-date or -service event arrangements can more easily be discussed/reviewed in person.
- Be sure to contact dining services at least 7 business days in advance. Late charges will apply with less than 3 business days' notice.

Once your request is confirmed, Scheduling & Event Operations provides necessary information to the appropriate resource providing departments. Following your event, Scheduling & Event Operations processes all paperwork and associated invoices/payments.

### AFTER YOUR EVENT

- Conduct post inspections of areas used to be sure program materials have been removed and participants have not left any items behind.
- Settle outstanding bills and complete any documentation required to finalize processing (support sheet).

If you have any questions please contact Scheduling & Event Operations at [usc@sdsmt.edu](mailto:usc@sdsmt.edu) or 394-6774.