

Event Planning Checklist

PRE-EVENT PLANNING

To ensure availability of resources, make initial contact with the Scheduling and Event Operations office early in your event planning. See the [Campus Use Procedure](#) for booking timelines.

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. Charges for set up or room rental may apply depending on the event. Check with the scheduling office in advance.
- 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.
- Any conferences hosted on campus must be pre-approved through the Scheduling office **prior** to bidding to host the conference. Most conferences should begin planning at least 1 year in advance.

[Conference Request](#)

SCHEDULING YOUR EVENT

Submit the [Online Reservation Request](#)

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 Surbeck scheduling staff as needed (final information required 14 working days prior to the start of your event.)
- Schedule a planning meeting with Surbeck scheduling staff – Large and/or multiple-date or -service event arrangements can more easily be discussed/reviewed in person.
- On Campus Catering is available through Sodexo Dining Services. Please check out the per diem menu for quick menu options that are already set within state per diem parameters or the full catering website. [Campus Catering](#). Please email the dining office to get custom menu ideas that fit your event and budget needs from our [Executive Chef William Ah Puck](#) and catering manager [Sue Kanta](#). To ensure catering availability and to avoid late service fees, please place all catering orders at least two weeks in advance, with the guest count provided no later than one week prior to the event. The final guest count must be submitted no later than 72 hours before the event. For small catering requests (such as cookies, chips, dessert bars, etc.), orders may be accepted a minimum of 72 hours in advance.
- **If an event chooses to complete a food waiver request instead of utilizing Sodexo Dining Services, the event organizers assume the responsibility of set up and clean-up of all food and beverage services,**

including all garbage. All trash must be removed from the meeting space following the event and tables must be wiped down. Failure to remove trash/food will result in additional cleaning fees at a minimum of \$25. Event organizers must also remember that plates, silverware, napkins, linens, condiments, etc. are not included in meeting room reservations. If arrangements for those services are not made with the selected catering provider, Surbeck Center & Sodexo cannot supply them if arrangements were not made in advance. Any catering involving outside serving staff must be discussed with the Scheduling & Event Operations office and approved prior to approval.

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 it is an annual event, book the spaces for the next year.

Resources and Policies:

[Facility Use Guidelines](#)

[Rooms and Spaces](#)

[Campus Use Procedure](#)

BOR Policy 1.6.2

BOR Policy 1.6.4

BOR Policy 6.13

BOR Policy 6.13.1

BOR Policy 6.14

South Dakota Mines Policy 1-4 Use of Institutional Facilities and Grounds for Expressive Activity by Non-Affiliated Parties

South Dakota Mines Policy 3-4 On Campus Advertising/Campus Posting

South Dakota Mines Policy 6-4 Assessing User Fees: Scheduling, Events and Conferences

South Dakota Mines Policy 6-7 University Space Policy

If you have any questions, please email [Scheduling & Event Operations](#) or call 394-6774.