

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

<https://www.sdsmt.edu/events/events-and-conference-scheduling/campus-use-procedure.html>

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.
https://sdmines.sdsmt.edu/cgi-bin/global/adprotected/rs_update_conference.cgi

SCHEDULING YOUR EVENT

Submit the "Online Reservation Request" at

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

Resources and Policies:

<https://www.sdsmt.edu/events/events-and-conference-scheduling/facility-use-guidelines.html>

<https://www.sdsmt.edu/events/events-and-conference-scheduling/rooms-and-spaces.html>

<https://www.sdsmt.edu/events/events-and-conference-scheduling/campus-use-procedure.html>

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 1-05 Use of Institutional Facilities and Grounds for Expressive Activity by Non-Affiliated Parties

South Dakota Mines Policy III-10-1 On Campus Advertising/Campus Posting

South Dakota Mines Policy VI-11 Assessing User Fees: Scheduling, Events and Conferences

South Dakota Mines Policy VI-A-07 Scheduling and Coordinating Use of Campus Resources

Scheduling Tips

If you have any questions, please contact Scheduling & Event Operations at usc@sdsmt.edu or 394-6774.