

Due Date	Task	Person Responsible	Contact	Phone/ E-mail
	Set date; reserve location (Conference rooms, classrooms, lecture space)			
	Once date and location are confirmed, schedule catering. The location of your event will determine if you may use Union catering, or an outside caterer.			
	If applicable, confirm participation of speakers or entertainment.			
	Review and update the invitation list			
12 weeks prior	If applicable, mail save the date. <i>(All print materials must be approved by Public Affairs, allow two weeks for approval and printing, prior to mailing.)</i>			
6 weeks prior	Mail invitations. <i>(All print materials must be approved by Public Affairs, allow two weeks for approval and printing, prior to mailing.)</i>			
6 weeks prior	Email invitation to on-campus attendees (if applicable)			
2 weeks prior	Finalize details with location including any AV needs for speakers, and setup of meeting rooms.			
2 weeks prior	Finalize any print materials (programs, agendas, etc.) Send to printers.			
1 week prior	RSVP deadline. (Caterers usually need a final guest count 72 hours before the event. Allow a few extra days in between the RSVP deadline and deadline to caterer, as you will receive late replies.)			
Week of	Pack/Organize materials (programs, agenda packets, signage, promotional materials, pens, tape and other office supplies.)			
3 days prior	Guest count to caterer.			
Day before:	Print nametags or script (if applicable.)			