

University of Kentucky College of Communication and Information

Event Planning Checklist

Event Information

- ☐ Event Name:
- ☐ Event Date/Time:
- ☐ Event Modality (In-person, Virtual, Hybrid):
- ☐ Event Type (Panel, Lecture, Reception, Awards, Conference, Other):
- ☐ Event Location (On-campus, Off-campus, Outdoor — include rain plan):
- ☐ Estimated Guest Count:
- ☐ Audience (Students, Faculty, Staff, External Guests):
- ☐ Event Speaker(s) (Internal, Alumni, External, Dean — request via CIDean@uky.edu):
- ☐ Dean's Role (Remarks, Introductions, Attendance Only, Perspective Alumni/Donor attendees — please be as specific as possible):

Initial Planning

- ☐ Define purpose, goals and intended outcomes
- ☐ Classify event (Unit/Department-Level, College-Level)
- ☐ Notify CI Events Team (ci.events@uky.edu)
- ☐ Submit EMS space request: meetatbigblue.uky.edu
- ☐ Reserve college spaces via departmental admin
- ☐ Contact Megan Sizemore (msizemore@uky.edu) for after-hours access for CI buildings
- ☐ Add to college calendar (event must have date, start and end time)
- ☐ Email aca.classroom@uky.edu for classroom reservations (Pence?)
- ☐ Begin contract process with CI Business Center
- ☐ Funding: *Note that the college must be notified in advance of any event that will be supported by funds from gifts or endowments at any level so the donor can be properly stewarded.

Invitations & Communication

- ☐ Choose Invitation Method (Email, Calendar Invite)
- ☐ Determine Sender address (cidean, ciadr, ci-all)
- ☐ Set invitation distribution date
- ☐ Select RSVP Method (Qualtrics, Eventbrite, Email)
- ☐ Set RSVP deadline and reminder schedule
- ☐ Submit MarComms Request: ci.uky.edu/marcommsrequest

Catering & Alcohol

- ☐ Choose vendor (UK Catering <https://uky.catertrax.com/>) or Approved Outside Vendor) (at least 2-week notice). See list of approved vendors: purchasing.uky.edu/approved-caterers
- ☐ Submit purchase request: comm.uky.edu/purchasing/login
- ☐ Submit final guest count by deadline
- ☐ For alcohol: select vendor, obtain Dean's Office approval, send contract to Business Center

Facilities, Supplies & Setup

- ☐ Nametags
- ☐ Ambassadors (Contact Addison Zane Mills)
- ☐ Tablecloths (email cimarcomms@uky.edu)
- ☐ Banner ups / Photo backdrop (email cimarcomms@uky.edu)
- ☐ Tent / Tables / Chairs / Trashcans/ Recycling (\$)
- ☐ Easels / Signage (\$)
- ☐ Meal/Drink Tickets (\$)
- ☐ Check-in or registration setup
- ☐ Flower arrangements/balloons/other décor

Tech Needs

- ☐ Submit CITS ticket for: Audio/Video, Equipment, day of support, Zoom, etc. (at least 2-week notice)
- ☐ Submit at: ci.uky.edu/support

MarComms Needs

- ☐ Submit MarComm ticket for: photography, promotion, signage, etc.) (at least 2-week notice)
- ☐ Submit at: ci.uky.edu/marcommsrequest

Guest Travel, Transport & Parking

- ☐ Arrange flights/hotels (contact ci.travel@uky.edu)
- ☐ Arrange transport (bus, shuttle, golf cart): transportation.uky.edu/bus/charterbus
- ☐ Purchase parking permits: (passes for lots, meters, ADA, etc.) transportation.uky.edu/form/special-events-parking-request

Final Week Checklist

- ☐ Confirm RSVPs, catering, tech, etc.

- ☐ Email reminders to attendees
- ☐ Print materials (agendas, nametags, signage)
- ☐ Walkthrough of space (if applicable)

Post-Event Checklist

- ☐ Coordinate with Dean's office for thank you notes if needed
- ☐ Conduct debrief with planning team
- ☐ Archive materials, photos, attendee lists