

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, Alumni/Prospective Donor attendees — please be as specific as possible):

Initial Planning

- Check full [College Events Calendar](#)
- 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
- Email cifacilities@uky.edu to reserve college spaces and 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 and copy cifacilities@uky.edu. Event must also be submitted via EMS.
- 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.
- Submitted CITS ticket for any planned event tech needs at ci.uky.edu/support
- Unit admin has checked master events list to confirm no conflicts with date

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 (\$)
- Meal/Drink Tickets (\$)
- Check-in or registration setup
- Flower arrangements/balloons/other décor
- Printed certificates
- Help with setup and/or takedown
- Event walkthrough of space (if applicable)

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