

How to: **Plan Your Event**

At least 6 Weeks in Advance

Choose a location, date, and time for your event.
Begin the Room Reservation process.
Reserve alternate study space as needed.
Fill out the student room reservation form and subsequent EOL.

At least 4 weeks in advance

Contact caterer.
Submit FSR number to Events Manager.
Set up and send Invitations/Registration.
Flyers submitted for approval.

At least 1 week in advance

Follow up with catering regarding any changes.
Address any furniture or other facilities needs.