

# Suggested Event Planning Timeline

*Note: Not all items on this list are required for every event. This timeline is to be used as a guide, as unique circumstances must be considered when planning your special event.*

## **Six Months to One Year Before Event (or as soon as you know)**

- Determine a date. Consult Crimson Calendar, <http://events.ua.edu>, and the CIS internal calendar, <http://www.cis.ua.edu/intcal/>.
- Notify Dean's Office (8-4786, [Sammie@ua.edu](mailto:Sammie@ua.edu))
- Review the University's facilities and grounds usage policies: <http://www.uafacilities.ua.edu/grounds/pages/grounds-use-permit.htm>
- Reserve meeting places

## **Three to Six Months Before Event**

- Arrange printing of materials needed. (UA Printing Services 8-5200)
- Email [dstalaker@ur.ua.edu](mailto:dstalaker@ur.ua.edu) for inclusion on College Internal Calendar, include date, time, event/meeting name and place
- Post item to Crimson Calendar at <http://events.ua.edu> (Dialog and Dialog Extra draws from this)

## **Four Weeks to Three Months Before Event:**

- Submit brief to UA Student News at <http://uanews.ua.edu/student>
- Request photography services <http://www.ua.edu/advancement/ur/photography/>

## **Post Event**

- Send thank you notes (with applicable tax language)
- Collect all needed invoices and process for payment
- Give event photos to communications specialist on a jump drive or CD (201D Phifer)