

Quick Checklist/Timeline

ASAP:

- Survey location options, compare costs and features
- Verify there are no conflicts for date of program, determine alternative date options
- Book location on 25Live
- Determine topic/title of event
- Determine cost of event/discounts

Two Months Prior:

- Submit any travel authorization forms for signature
- Arrange travel for guests – airline, hotel, transportation
- Submit application for CLE credit approval
- Create brochure and other program materials
- Determine publicity/advertising
- Send Save the Date card
- Meet with Sherry English (sherry.english@uc.edu, 513 556 0060, room 204A) to review your communication needs
- Make catering arrangements

One Month Prior:

- Send out invitations/flyers; mail meeting agendas and other instructions
- Maintain registration list compiled from phone, mail in, email
- Order supplies (binders, dividers, pens/pencils, flipcharts, labels, etc.)
- Schedule audio/visual equipment with Michael Mimms (michael.mimms@uc.edu, 513 556 0161)
- Schedule table setup/breakdown with Victoria Hayes (victoria.hayes@uc.edu, 513 556 2391, room 200)
- Request any presentation materials from speaker(s) and arrange for making copies if necessary

One Week Prior:

- Confirm catering menus and food/drink quantities
- Confirm room-setup and AV equipment
- Compile and copy handouts
- Finalize list of attendees
- Produce name tags, tent cards, signs, etc.
- Arrange table seating
- Arrange for parking pass for guest speaker(s) with Victoria Hayes (victoria.hayes@uc.edu, 513 556 2391, room 200)

Day of Event:

- Distribute handouts and CLE cards to registrants
- Put announcements in stands throughout law school
- Collect CLE cards at end of event, return to Cheryl DelVecchio (room 200)
- Take photos for publicity use

After Event:

- Send thank you letters/gifts
- Manage any expense reimbursements for guests
- Send photos to Sherry English for Counselor/website/social media