



STUDENT EVENT PLANNING CHECKLIST

One Month Before the Event

1. Pick a date and time

- Propose at least 2-3 dates/times to your potential guest speaker(s).
- Check the [Law School events calendar](#) and [EMS \(filter to law campus\)](#) for possible conflicts.
- Decide whether to host in person or virtually or hybrid.
 - Virtual events should be added to EMS as an Offsite Event.
 - You can create your own Zoom meeting/webinar at [Miami.zoom.us](#). For more information, go to <https://www.it.miami.edu/a-z-listing/zoom/index.html>

2. Reserve Venue

- Scheduling the event on the EMS scheduler begins the workflow for resources for the event. Schedule the event on EMS by clicking [here](#).
- Be sure to include a **proper title, event description, and speakers**. You cannot submit a room reservation until you have confirmed your speakers. We must have the names of all speakers at least 10 working days in advance.
- Indicate resources needs any resources you need such as catering, Audio Visual and Facilities set up..
 - *Request a table and chairs from Facilities for tabling events on The Bricks*
 - The following items may be requested from the events office:
 - Miami Law table cover
 - Miami Law Pop Up Banner
 - Large tent cards for panelists
 - Nametags

3. Plan Marketing

- Create your own flyer, keeping in mind the university's [Branding and Communications Guidelines](#).
 - Flyer Templates can be found [here](#).
 - Be sure to note that all students are welcome
- Circulate your invitation

- Work with your faculty advisor to put together a list of students, faculty, staff, and relevant alumni.
- Consider where your flyer can be posted physically or digitally.
- Send the flyer/invitation to studentorgs@law.miami.edu and events@law.miami.edu for recordkeeping purposes.
- Create an RSVP form using [Qualtrics](#) or [Google Forms](#).
 - Collect name, email, school, year level, grad year (if alum), job title, current employer, other association/ affiliation, and any other relevant information
 - Share the RSVP with events@law.miami.edu and studentorgs@law.miami.edu

For additional assistance, visit this site: <https://www.it.miami.edu/a-z-listing/survey-tools/>

Two Weeks Before the Event

1. Confirm All Speakers

- 10 working days before your event is the last day to make any changes to your speaker list. Changes must be updated in your EMS reservation.
- Send biographies to studentorgs@law.miami.edu
- Draft introductions for your speakers, even if this is an intended informal meet and greet, and share with your speakers. Add these to your agenda.
 - Reach out to your advisor or the Assistant Dean of Engagement and Student Leadership for support if needed

2. Consider Social Media

- To have a post made by School of Law Communications, fill out this form at least 10 working days prior to your event
https://umiami.qualtrics.com/jfe/form/SV_1FcOFots0YqjTZc
- Tag @MiamiLawSchool on Facebook, Instagram, Twitter, and LinkedIn when posting on your organization's social media pages.

3. Confirm Catering

- Requests must be made at least 15 working days before the event.
 - Catering requests must be indicated in the EMS scheduler reservation. It is helpful if you indicate the type of food preferred, whether sandwiches, salads, cheese/fruit.
 - [Click here](#) for a list of approved vendors.
 - Law school funded events can go up to \$12 pp for breakfast/lunch or \$15 pp for receptions. Any request more than \$1,000 total must be approved by the Dean of Students.

One Week Before the Event

1. Ensure Attendance
 - Send RSVP reminder
 - Monitor RSVP numbers and adjust catering as needed
2. Finalize Agenda
 - Finalize event agenda that includes introductions, talking points, closing remarks, and all other details for the event.
3. Request Resources
 - Request parking by sending speaker name, license plate, date, and time to studentorgs@law.miami.edu. After we confirm parking, your speaker can park in the Purple lot. Parking is registered by plate, so parkers do not need to display a permit.
 - Request speaker gifts from studentorgs@law.miami.edu. Speaker gifts are funded by LAFAC. Blank thank-you cards are also provided.

Day of the Event

- Plan to arrive an hour prior to start of event for set up.
- Have a check-in table and nametags (sticky ones are fine) and assign someone to staff it.
- Assign check-in table duties, welcome duties, photographer and event capture.
- For lunch events, you must leave the room by 1:10 pm to allow the next class to start on time. For evening panels, leave enough time for event “take-down.”

Post- Event

- Send sign-in list to studentorgs@law.miami.edu
- Share photos with social@law.miami.edu and studentorgs@law.miami.edu
- Debrief with advisor and e-board
- Upload photos, sign in list, and any other event planning records to BOX

Questions? Reach out to events@law.miami.edu.