Planning Checklist

IMMEDIATE

• Return signed contract
• Send certificate of insurance - no less than 90 days in advance or immediately upon contracting
• Submit proof of tax exemption (if applicable)
• Establish online registration portal (if contracted)
• Establish Dining/Catering needs
• Establish Housing needs (if applicable)
• Establish Preliminary Audio Visual needs (if applicable)
• Schedule budget planning meeting for event (if contracted)
• Schedule marketing services planning meeting (if contracted)

120 DAYS TO EVENT

• Launch online registration portal (if contracted)
• Determine procurement needs and place order (if contracted)
• Begin menu planning
• Determine if tent, tables and chairs, staging, lighting are needed
• Determine if bar service is needed

45 DAYS TO EVENT

• Provide printing needs - (i.e., posters, abstracts, banners, nametags, etc.)

Confirm meeting room reservations, setups and technology needs • Provide hybrid meeting needs to secure Zoom kits
30 DAYS TO EVENT
• Submit final menu selection and meal guarantees
• Submit table linen
• Submit final request for bar service
• Submit estimated Housing roster
• Provide pre-event COVID-19 Protocol forms
• Confirm final meeting room reservations, setups and technology needs •
  - Easels, pads, markers, etc.
  - Podium, microphones, projectors, screens, zoom, IT attendants, etc.

14 DAYS TO EVENT
• Submit final event agenda
• Submit final meal guarantee number - any additional numbers added after 14 days are subject to late fees
• Submit final housing roster (if applicable) - any additional numbers added after 14 days are subject to late fees
• Finalize meeting room attendance numbers
• Supply registered attendees with arrival information (provided to planner by UMaine team): •
  - Parking Permit
  - Driving Instructions
  - Wi-Fi Instructions

5 - 10 DAYS POST-EVENT
• Secure dates for future event(s)
• Schedule event wrap-up
• Review final invoice
• Remit full payment for invoice