***9 Weeks***

* Choose an event chair.
* If planning a speed networking event*,* decide on industry categories if needed and designate a point person to head recruitment efforts to ensure adequate participation.
* Research venue possibilities and identify potential dates/times.
* Plan a budget, including estimated per-person cost (see [sample budget worksheet](http://alumni.dartmouth.edu/alumni-club-and-group-volunteer-event-planning)).
* Identify a list of possible speakers or panel members if needed. Search the Dartmouth Alumni Directory or LinkedIn for ideas, or survey club or group members to identify group members who are willing to share expertise.
* If your club or group has surveyed members in the past, review data to help determine best locations and times for events (or consider a short pre-event survey to test what will work best for your target audience). -
* Complete [Dartmouth Speaker Request Form](http://alumni.dartmouth.edu/volunteer/speakerform) if requesting a speaker from the College.
* Review event planning tools available at [online](http://alumni.dartmouth.edu/alumni-club-and-group-volunteer-event-planning).

***8 Weeks***

* Visit potential venue(s) if needed and select one.
* Finalize speaker and/or panel selection; invite speakers and panelists and confirm agreements, details, date, and time in writing via email.
* Select an event date based on venue and speaker/panel availability, keeping in mind what has worked well for past events*.* Regional clubs and Women of Dartmouth communities often find that Tuesday–Thursday evenings work well for professional and career events.
* Send a save the date email with event title and date, noting that details will follow. Add event to organization website and share through social media channels.

***7 Weeks***

* Review and sign contracts.
* Pay venue and/or catering deposits if needed.
* Revisit venue to arrange AV needs (including, as needed, microphones for speaker(s), wireless microphones for Q&A, projection system for PowerPoints, podium, and seating arrangements.)
* Request speaker bio, photo, and marketing materials or audience handouts if needed.
* If needed, request an [iModules event registration form](http://dartmouth.imodules.com/s/1353/clubs-classes15/start.aspx?sid=1353&gid=7&pgid=8028).

***6 Weeks***

* Email and/or mail invitations to your club or group members. Include event date, start and end time, price and payment methods used by your club or group, venue address, directions, parking/transit info, and dress code for the evening. Be sure to include a final deadline for registering.
* Plan a timeline for any subsequent email reminders you wish to send.
* Write an event description to post on your club website and/or social media groups such as Facebook, LinkedIn, etc.
* Email event details to the Alumni Relations Communities Team to add program to the [events calendar on the Dartmouth Alumni website](http://alumni.dartmouth.edu/engage/calendar).
* Recruit volunteers to print nametags and to purchase refreshments (if not using a caterer) prior to event.
* Recruit volunteers to assist on the day of the event with room setup, greeting and registering guests, and any other last-minute tasks.

***5 Weeks***

* Track RSVPs.
* Secure necessary supplies for the day of event:
* Blank name badges (get the kind on sheets if printing).
* Sharpie pens.
* Blank pad of paper and regular pens.
* Decorations (if desired).
* Dartmouth banners and bungee cords or heavy tape to hang them.
* Print signs to direct people from parking area, lobby, or elevators to event room, if needed.
* Tape for hanging any signage.
* Speaker signage such as table-top signs with panelists’ names in large print.
* Water if needed for speakers.
* A container to collect business cards for a drawing, if applicable.
* Prize for drawing, if you are having one.
* Printed handouts or other materials as needed.

***4 Weeks***

* Finalize catering arrangements if using a caterer. Keep in mind food sensitivities such as nut allergies, gluten-free, or vegetarian diets. Ask caterer to label any food with common allergens such as nuts, dairy, etc. Confirm when caterer and venue will need final attendance numbers.
* Finalize speaker/panel arrangements (including hotel, transportation to/from venue if anyone is coming from out of town, when they should arrive, and who will meet them at the event).
* Purchase thank you gift for speaker.

***3 Weeks***

* If event space is still available for additional participants, send out follow-up promotions via email and social media.

***1-2 Weeks***

* Confirm final number of attendees.
* Confirm orders with caterer, if using, to make sure food will be served at the desired time and notify caterer if there are any last minute changes.

***1 Week***

* Send final details email to registrants with start time, location, parking information, etc.

***Several days before the event***

* Print name tags, print final registration list for check in, prepare all event supplies (See supply list at **5 weeks**).

***Day of the event***

* Send “final details” email (again!) to registered participants reminding them of event location, time, directions, description of program and schedule, and any details regarding parking or public transit.
* Bring all event supplies **(see list at 5 weeks**)
* Arrive at least 45 minutes early to check room set-up and AV, prepare registration table, set out water for speakers, and greet and train volunteers as needed.
* If payments are being taken at the door, be sure to have a cash box and change on hand.
* Volunteers who are working the registration table should take accurate attendance, checking off attendees as they arrive and adding the names of any guests who did not register in advance.

***After the event***

* Send an email to participants to thank them for attending. Include a short post-event survey to solicit feedback and to generate ideas for future events.
* Write or email thank-you notes to speakers, volunteers, venue or caterer, others as necessary. A hand-written note and a gift is appropriate for speakers and panelists.
* Write up event for club or group website and/or Club or Group Annual Report (CGAR).
* Send photos (identifying alumni by name and class) to the Communities Team in Alumni Relations, club/group newsletter, club/group Facebook page, etc.
* If you did not use an iModules event registration form for your event, send list of attendees (name, year, email address) to the Communities Team in Alumni Relations.