10 to 12 Weeks before the Event

**Alumni Event Timeline**

* Finalize plans for the event (date, time, place, cost, RSVP contact, information contact, event description).
* Make billing or deposit arrangements for venue and caterer.

6-7 Weeks before the Event

* The Alumni Office can assist with a broadcast email for the event announcements.
* Email event details to Communites to post on Alumni Relations Web site “What’s Happening” calendar.

3 Weeks before the Event

* Take reservations and update the caterer with attendance figures regularly.
* If the attendance differs from what you gave the caterers, make appropriate adjustments.
* If the number of reservations is less than expected, your staff liaison can send a reminder broadcast email and volunteers can make personal calls to local alumni.
* Recruit volunteers to help you greet guests at the event.

2 Weeks before the Event

* Make sure you have assigned volunteers to take registration at the door (if necessary), to greet participants and act as general hosts, and to make program introductions (if necessary).

5 Days before the Event

* Confirm final details with the caterer.

Day of Event

* Arrive an hour to 45 minutes early, check the room seating and any audiovisual equipment, and set up the registration table.
* Check with the caterer to make sure that the food will be served on time and that no last minute changes need to be made.
* If payments are being taken at the door, be sure to have cash on hand to make change.
* Volunteers working at the registration table should take accurate attendance, checking off attendees who registered in advance and adding names of any guests who did not register in advance.

1 Week after the Event

* Send an email to the participants to thank them for attending.
* Record event in newsletter and annual report.