

Name of Event _____

Event Date: _____

Event Location: _____

Pre-Event

- Rooms Requested on Outlook calendar or Facility Request filled out
- Liability Insurance
- Event Communicated with Jim Heugel
- Catering Questionnaire sent to conferences@northwestu.edu
- Facility Agreement Signed
- Parking Signs reserved by emailing conferences@northwestu.edu
- Maintenance Requests filled out
- IT Equipment Requests filled out
- Request that event be added to NU website calendar

Two Weeks Before Event

- Communicate final numbers to Conference and Events
- Special Requests/Accommodations communicated to Conference and Events

Day-of Event

- Room arranged for event
- Directional signs out
- Three tables set out for catering

Post Event

- Invoice received from Pioneer
- Final Invoice received from Conference and Events
- Final Payment made w/in 30 days