

6 to 12 Months Prior to Event	Estimate attendance numbers
	Reserve plenary event space via EMS. Be conscious of statutory and religious holidays and ensure availability of VIP speakers
	Establish your budget
6 Months Prior to Event	If you'd like to have giveaways, reach out to our team to help you find and order your product through our vendor
	Reserve hotel blocks
	Secure entertainment and photographer vendors
3 Months Prior to Event	Secure transportation
	Reserve breakout spaces in EMS
30 Days Prior to Event	Connect with on-site caterer to determine menu
	Connect with Information Technology to coordinate technical needs
21 Days Prior to Event	Advertise on digital signage throughout campus
	Determine room set and room decor
5 Days Prior to Event	Send signage and wayfinding information to our team to place on the day of your event
	Create, print, and organize name badges, name tents, and other event materials for the day of your event