

Event planning timeline

Important dates

August 1

Fall semester approval from Alumni Relations & Development for any event involving the following

- Alumni as guests, honorees or speakers
- Solicitation of donations or sponsorships from alumni, law firms or other outside organizations

Nov. 15

Spring semester approval from Alumni Relations & Development for any event involving the bullet points (above)

General planning

12-16 weeks out

- Assign **one** member to be the event point person -This will be the **only** contact person for the Business Office, Alumni Relations, and Marketing & Communications
- Select date, venue, theme, potential honoree or guest speaker
- Submit proposal to David Bell in the Business Office with initial financial worksheet (http://law.depaul.edu/students/organizations_journals/ -Click on Student Budget.)
- Submit Fundraising Clearance Form to Meghan Graf (Alumni Relations)
- Do not contact any potential honoree or guest speaker without discussing it with Meghan Graf

12 weeks out

- Clear list of potential sponsors with Meghan Graf and begin contacting sponsors
- Submit proposed text of sponsorship letter to Meghan Graf for approval
- After sending sponsorship letters, follow up with personal phone calls to each potential donor

8 weeks out

- Submit design, printing & distribution requests including proposed text/event details to the Marketing & Communications Office
- Enter event into College of Law online calendar (law.depaul.edu/events)
- Submit event information Ahmir Hildalgo for inclusion in *Law Alumni E-News*
- Notify Judy Arrasmith in the Dean's Office of event details if you would like the Dean to attend

7 weeks out

- Finalized budget to David Bell in the Business Office
- All contracts to the Business Office with competitive bids so they can be submitted to the Office of General Counsel for approval
- Discuss payment schedule of contract with David Bell in the Business Office

5 weeks out

- Print and mail invitations through the Marketing & Communication Office and Distribution Services

4 weeks out

- Send previously discussed e-mail invitation

3 weeks out

- Coordinate with the Business Office regarding any final checks that need to go out to venues, caterers, etc.

2 weeks out

- Final check requests must be in for all pre-event payments
- Send e-mail reminder (if applicable)
- Turn any money from ticket sales to David Bell in the Business Office (this should be done on a regular basis)

1 week out

- Send final e-mail reminder (if applicable)

3 days out

- Provide RSVP list to Meghan Graf and David Bell

1 day post-event

- Submit any donation checks received to Meghan Graf
- Submit any deposits to the Business Office

3 days post-event

- Submit complete guest list, showing walk-ins and no-shows, to Meghan Graf
- Submit final reimbursements for event
- Submit final financial worksheet with actual budget to David Bell in the Business Office

1-7 days post-event

- Submit event summary/photos to Kortney Moore for possible inclusion in online news and Dialogue magazine

Main contacts

Business Office

David Bell

Assistant Business Manager

Office: Lewis 931

Phone: 312-362-5199

E-Mail: dbell1@depaul.edu

Alumni Relations

Meghan Graf

Associate Director, Alumni Relations & Development

Office: Lewis 100B

Phone: 312-362-6065

E-Mail: mgraf4@depaul.edu

Marketing & Communication

Kortney Moore

Communications Specialist

Office: Lewis 931

Phone: 312-362-5134

E-mail: kmoore18@depaul.edu