

Event Planning Timeline:

The timeline of planning an event largely depends on the scope of the event. These are some general timelines to follow for a medium to large sized event:

- Six months to one year: Contact the alumni office and let us know you'd like to plan an event! Reserve the space as far in advance as possible 6 months to a year is not too far ahead of time if you are planning an event. Find out how many the room can hold and what hours your group can be in the room.
- Six to three months out: Make sure all core program components are in place. Do you need special equipment? A DJ? Technical support? A speaker? It's best to arrange these things early! Touch base with the alumni office as you go!
- Three months out: Plan any menus for food and arrange cash bar if needed. Meet with the person in charge of your event site to go over logistics. When will the room be set up? How early can you get in? Who is in charge of clean up? Does this site have any special requirements of your group? Go over these details with the folks at UWSP!
- Three months out: Design your invites and send them to the alumni office! RSVP's should go to you and you should send us the final RSVP list by the deadline.
- Two months out: The alumni office will send you a stack of UWSP nametags for your group.
- Two months out: The alumni office will send you information slips to help update our database. If you'd like to do a drawing in conjunction with this, we will also send you a UWSP prize for one of the attendees! (This helps promote attendance as well!)
- Six weeks out: The alumni office sends out your invites and will send you updates of how many alumni RSVP'd. Be sure to communicate with our office as to when you need to let your site know a final number.
- Four weeks out to one week out: Talk it up! Make sure you are networking and calling people to encourage attendance.
- One week to go: the alumni office will send a mass e-mail to those who have not RSVP'd to encourage attendance.
- Day of: Print the final list of nametags and bring them to the event. Greet your guests and thank them for coming as you hand them their name tag.
- Day of: Relax and have fun!

Post event:

- Please be sure to let the alumni office know who actually attended the event for our records.
- Thank your guests! You worked very hard to plan a great event and your guests had a great time. Please take a moment to thank them! UWSP will provide thank you cards and pre-stamped envelopes with the names and addresses of those who attended your event.