

# ALUMNI LEADER EVENT PLANNING TIMELINE

## 6+ WEEKS BEFORE YOUR EVENT



- Discuss event details with your committee/staff liaison
- Once finalized, click [here](#) to fill out the Event Submission Form
- For more resources, click [here](#) for the Alumni Leadership Toolkit

## 4+ WEEKS BEFORE YOUR EVENT

- Contact the venue
- Forward any contracts to your staff liaison for university signature
- Spread the word about the event to other alumni on social media and within your networks



## 1-4+ WEEKS BEFORE YOUR EVENT

- Coordinate any specific event details with your staff liaison, especially payment
- Continue promotion of event
- Keep any and all receipts you get before/after the event



## AT YOUR EVENT

- Make sure to arrive early and check in with event contacts (venue staff, alumni staff, etc.)
- Setup a registration table/space
- Mingle and meet attendees
- Take lots of pictures



## AFTER YOUR EVENT

- Forward any pictures, receipts, attendance information, etc. to the Alumni Relations Office
- Post to social media
- Debrief with staff liaison
- Start planning your next event!

