

TRU LAW EVENT PLANNING TIMELINE

Congratulations, you have decided to host an event at TRU Law. Now what? The checklist below is a guide to planning your event in a way that helps avoid last-minute panics and ensures nothing important is overlooked. Not every aspect of the checklist will apply to your event, but it is a useful tool to help identify key tasks, timelines, and approvals that may be required. By starting early and working through the relevant sections, you can help ensure your event runs smoothly and provides a positive experience for all attendees. Whether you are organizing a small meeting, a guest lecture, or a large special event, this guide will help you stay organized and set your event up for success.

4 Months Before the Event

- ☐ Define event purpose, goals, target audience, and desired outcomes.
- ☐ Establish planning committee and assign responsibilities.
- ☐ Develop preliminary event concept and format.
- ☐ Identify potential partners, sponsors, and collaborators.
- ☐ Create preliminary project timeline.
- ☐ Establish event budget.
- ☐ Verify stakeholder availability and conflicts.
- ☐ Consult Special Projects Event Coordinator (Lisa Grant lawevents@tru.ca) and review calendars.
- ☐ Confirm event date.
- ☐ Identify keynote speakers and special guests.
- ☐ Apply for [TRUSU](#) funding. Be mindful of meeting dates
- ☐ Seek sponsorships.
- ☐ Apply for [Faculty Funding](#) following response from TRUSU. Be mindful of deadlines to apply
- ☐ Develop communications strategy.

3-4 Months Before the Event

- ☐ Develop agenda and schedule.

- ☐ Begin speaker outreach.
- ☐ Assess venue, technology, and registration needs.

2-3 Months Before the Event

- ☐ Reserve required spaces.
- ☐ Coordinate Elder requests (if applicable).
- ☐ Contact Assistant Dean MacMillan dmacmillan@tru.ca regarding CPD approval if applicable.
- ☐ Create registration form
- ☐ Order [TRU Law Swag](#) or other promotional materials.
- ☐ Confirm speakers and participants.
- ☐ Plan catering requirements.
- ☐ Determine AV and media needs.
- ☐ Collect speaker bios and travel requirements.

1 Month Before the Event

- ☐ Launch promotion campaign. Lisa can add to weekly newsletter, social media if requested
- ☐ Arrange guest parking. Shelley can assist lawreception@tru.ca
- ☐ Order signage, badges, and event materials.

3 Weeks Before the Event

- ☐ Submit Facilities Work Orders (if needed).
- ☐ Review volunteer and contingency plans.

2 Weeks Before the Event

- ☐ Finalize catering numbers.
- ☐ Confirm AV requirements.
- ☐ Send attendee reminders.

1 Week Before the Event

- ☐ Confirm all arrangements.
- ☐ Verify room setup and test AV.
- ☐ Prepare gifts and supplies.
- ☐ Submit guest speaker gift request.
- ☐ Confirm volunteers and registrations.

Day Before the Event

- ☐ Confirm catering, access, parking, signage, speakers and AV.
- ☐ Prepare registration desk materials.

Day of Event

- ☐ Arrive early.
- ☐ Manage event delivery.
- ☐ Welcome guests and speakers.
- ☐ Clean room and return furniture.

Day After the Event

- ☐ Send thank you messages.
- ☐ Provide recap and photos to Lisa Grant.
- ☐ Gather feedback from participants and guests.

Within 1 Week After the Event

- ☐ Submit expenses and invoices to TRUSU (if applicable).
- ☐ Submit expenses to Amanda Louvros alouvros@tru.ca (if funding was approved).
- ☐ Complete reporting.
- ☐ Record lessons learned and archive files.