

NSU Law Event Checklist

Event Title: _____

Date/Time: _____

Event Budget: _____

___ Check events on law school calendar (no conflicting events)

___ Room secured

___ Room set up

___ AV request

___ Speaker(s) secured

___ Add event to atrium screen

___ Invitations sent

___ Food ordered

___ Confirmation email to speaker(s)

___ Reminder email to students

___ Parking for panelists, special guests, alumni

___ Table tents or gifts for panelists

___ Name badges

___ Event signage

___ Water for speakers

___ Thank you email for guests and speakers after event