



Event Planning Timeline & Checklist

For Use with the [25Live Event Form](#) & Cal Poly Humboldt Event Processes

Campus Event planners should use this checklist alongside the 25Live Event Form to plan campus events. Complete only the tasks that apply to your event or that are prompted within the 25Live Event form.

Some items may be required depending on event type, location, attendance, risk level, services requested, or whether outside individuals or organizations are involved. Event planners should follow any additional instructions provided through 25Live, Conference & Event Services, Risk Management, Facilities Management, UPD, Parking, or other reviewing offices.

Content curated by Conference & Event Services (ces@humboldt.edu)

Quick Links

Planning

- [25Live - Scheduling & Event Submission](#)
- [Campus Event Planning & Submission Timeline](#)
- [Campus Event Guidelines](#)

Safety & Risk

- [Risk Management](#)
- [University Hosting Agreement \(internal events\)](#)
- [State Fire Marshal Special Event Permit Application](#)
- [Building Open Hours](#)
- [Key Request](#) or [Scheduled Unlock Work Order](#)
- [Amplified Sound](#)

Marketing

- [Signs & Materials Distribution Form](#)
- [Campus Event Calendar](#)

Templates

- [How to create your own Run of Show \(RoS\) Template](#)
- [Example Run of Show](#)

6–12 Weeks Before Event (or prior to if possible)

- ☐ Define event goals, audience, and format (in-person, hybrid, virtual).
- ☐ Review the [Campus Event Planning & Submission Timeline Requirements](#)
- ☐ Select a tentative date(s) and time. Include set-up and clean-up times in the 25Live reservation. Set Event State to “Tentative” if details aren’t final.
 - Identify and request preferred location in 25Live. If the event takes place at an off-campus location or is a virtual event, 25Live can still be used to submit the request or have the event promoted. Choose the location from the available options in 25Live or use the generic option for “OC – Off Campus” or “ONL – Online” and provide the location's address/business details or Zoom link in the description or comments fields.
 - If working with an off-campus/community organization, check the [Campus Event Guidelines](#) to determine if the event should be classified as an Internal, Sponsored, or External Event.
- ☐ Begin considering high-risk factors, if applicable, including: alcohol; minor attendance; food handling; ceremonial fire/smoke; additional equipment needed such as stages, AV, inflatables; large crowds; physical activities; or amplified sound. These factors can elevate events into the high-impact threshold and may have additional requirements, including notification or approval by Risk Management, Special Event Insurance at the organizer's expense, UPD, Facilities Management, or State Fire Marshal review.
- ☐ Determine parking needs, if any. Work with Transportation & Parking Services to secure temporary permits or parking kiosk codes.
- ☐ Begin considering accessibility needs, including ADA access, interpreters, captioning, adaptive listening devices, accessible seating, and accessible routes.

4–6 Weeks Before Event

- ☐ Hold a planning meeting with the CES team: walk through the schedule, roles, and responsibilities. Create a **RoS (run-of-show)** for larger/continuous or complex events.
[Link to create new RoS](#) [Example RoS](#)
- ☐ Finalize event concept and resubmit Event Form in 25Live.
 - Enter Expected Attendance & Event Description. Include links for virtual events.
 - Add Date/Time & any recurrence pattern.
 - Reserve location(s) and request resource(s) such as AV, furniture, catering, etc.
 - Confirm space layouts.
 - Add Contacts: Requestor, Scheduler, Key Partners.
 - Attach permits, insurance, or related files if required.
 - Request support services such as catering, parking, keys, cash handling, custodial/waste, or scheduled unlocks.
 - Submit State Fire Marshal special event permit for review if applicable. Completed application materials must be uploaded to the 25Live reservation no later than 3 weeks prior to the event.
 - Work with Risk Management if minors, alcohol, controversial guests/topics, or liability waivers are involved.
 - Work with Parking Services to inform them if the event will have an impact on lots.
- ☐ Work with CES to secure leasing and liability information if the event is a [Campus Hosted Sponsored Event](#).
- ☐ Submit the [University Hosting Agreement \(Internal Events\)](#) prior to advertising the event if the event is openly advertised and encourages the general public to attend.
 - Before beginning public advertising, confirm that the event classification, location, and any required approvals are in place.

2–3 Weeks Before Event

- ☐ Review [Open Building Hours](#). If needed, submit a [Key Request](#) or a Scheduled Unlock [Work Order Request](#) for access to locked spaces.
- ☐ Update 25Live Event Form status to “Confirmed” if previously “Tentative”.

- ☐ Ensure accessibility needs are addressed, including ADA access, interpreters, captioning, adaptive listening devices, accessible seating, and accessible routes or ADA parking proximity.
- ☐ Verify all approvals are in place, including Risk Management, Conference & Event Services, Facilities Management, State Fire Marshal, or other required approvals.
- ☐ Confirm resources: AV techs, room setups, extra tables/chairs, keys, and scheduled unlocks.
- ☐ Finalize food/beverage menu and update 25Live Event Form details.
- ☐ Coordinate event staffing: hosts, ushers, volunteers, security.
- ☐ Begin event marketing and publicity (flyers, web calendar, social media) after event classification, location, and required approvals are confirmed.
- ☐ Fill out the [Signs & Materials Distribution Form](#) if you plan on using posters, chalking, staking, or tabling to advertise on campus.
- ☐ Add Event Calendar options to 25Live reservation, where applicable. Max 3 options per event; must include event description to get approved.

1 Week Before Event

- ☐ Reconfirm all details in 25Live, including location, equipment, and services.
- ☐ Check delivery/pick-up times for rentals or catering.
- ☐ Print/post advertising materials: signage, programs, name tags, waivers, if needed.
- ☐ Stage any needed materials for event day: decorations, table signage, name tags, blank Release of Liability (ROL) waivers, department/program swag, etc.
- ☐ Pick up physical keys and reserved equipment, when applicable.

Day of Event

- ☐ Arrive early for setup, typically 30 mins – 1 hour depending on the scope of the event. Refer back to set-up time in reservation.
- ☐ Verify table/chair and equipment setups, technology, and access.
- ☐ Verify catering arrival and service.
- ☐ Distribute materials and signage.
- ☐ Hold a quick staff/volunteer briefing.
- ☐ Greet participants and manage registration/check-in.
- ☐ Monitor event flow; troubleshoot issues.
- ☐ Check [amplified sound](#) decibel limits where required.

After Event

- ☐ Oversee breakdown and cleanup.
- ☐ Return keys, equipment, and rented items.
- ☐ Submit any required incident reports to Risk Management.
- ☐ Send thank-you notes to attendees, volunteers, staff, and sponsors.
- ☐ Evaluate event/send out surveys: attendance, participant feedback, successes, challenges.
- ☐ Schedule a debrief meeting with campus stakeholders.
- ☐ Review budget and attendance numbers and update event details for the future
- ☐ Archive event materials in a shared drive or department files.