

Conference and Major Event Planning Checklist for February/March

- Decide on a Date:
 - Determine if date has been determined for following academic year's event
 - Notify Office of Student Life and sponsoring Club President(s) of event date, email Office of Student Life at studentlife@umich.edu

- Publish Event on School Calendars:
 - eCampus Groups Calendar
 - Review eCampusGroups Calendar: <https://ross.ecampusgroups.com/home.aspx>
 - Post event on sponsoring club's eCampusGroups Calendar
 - iMpat Ross Event Calendar
 - Review iMpat Ross Event Calendar: <http://www.bus.umich.edu/CalendarsEvents/>
 - To add event to iMpat, email request to the Facilities Office, facilities@bus.umich.edu
 - Web Recruiter
 - Review Web Recruiter Recruiting Calendar page: <http://www.bus.umich.edu/RecruiterInformation/RecruitingCalendar/>
 - Review Web Recruiter Company Presence on Campus Forums page: <http://www.bus.umich.edu/RecruiterInformation/CompanyPresence/Club.htm>
 - To add/revise event information on Web Recruiter, email event brief description, date, location, contact information to jeanhkim@umich.edu by **March 10, 2008**

- Decide on a Facility: Choose Location
 - University Unions
 - Information on available facilities at the League, Union, and Pierpont Commons at <http://uuis.umich.edu/uu/> includes room and A/V rentals rates, building floor plans, and room photos
 - Review University Unions Facilities Policies: http://www.bus.umich.edu/Organizations/ClubResources.htm#University_Union_Policies_for_Events
 - Contact Event Services at 734-764-8837
 - Ross School of Business Facility (TBD)
 - Review Ross Facilities Policies: http://www.bus.umich.edu/Organizations/ClubResources.htm#Ross_Facilities_Policies
 - Contact Facilities at facilities@bus.umich.edu or 734-764-1364
 - Other University Facilities
 - Visit Office of Student Life for a complete listing of available on-campus facilities, binder includes room capacities, floor plans, room styles, etc.
 - Off-Campus Facilities
 - Check availability at desired venue(s)
 - Review list Ann Arbor hotels and facilities <http://www.bus.umich.edu/Organizations/ClubResources.htm#Vendor%20Database>
 - Obtain, review, and approve contract and pay initial deposit (if required)
 - For hotels, reserve block of rooms at discounted group rate
 - For off-campus venues, review contract with Office of Student Life before submitting

- Arrange for Hotel for Out-of-Town Guests
 - List of local hotels available on OSL's Club Resources website:
<http://www.bus.umich.edu/Organizations/ClubResources.htm#Vendor%20Database>
 - Reserve block of rooms at discounted group rate

- Create your conference team. Suggested committees include: logistics, marketing, finance, corporate relations

- Determine a conference theme
 - Decide if you need Co-Sponsorship from other clubs
 - Be creative in terms of the format of your event given economic conditions
 - Information on inviting the Dean can be found on
http://www.bus.umich.edu/Organizations/ClubResources.htm#Letters_of_Invitation_from_the_Dean

- Determine your Financial Needs:
 - Establish a budget
 - Decide if you want a fee associated with your event

Contact the Office of Student Life at 734-647-6543 or studentlife@umich.edu if you have any questions or need guidance.