Event Planning Checklist

Planning a large conference? To guarantee a successful event, regardless of the event size, there are several important factors to consider.

# Preparation

[ ] Prepare a summary of your event and schedule a meeting with Associate Dean Amy Aiello

[ ] Consider the budget

[ ] Establish your needs (number of attendees, space requirements, key dates)

[ ] Decide on special event

# Logistics

[ ] Secure the room [25 Live, Conference Center, Addy’s Lounge (Schedule with the Dean’s Executive Assistant)]

[ ] Catering https://montclairstcatering.catertrax.com/

[ ] Determine entry-level positions, salary scales, and industry qualifications.

[ ] Consider the need for further training. This could be online courses, further education, certificates, training courses, self-study, or internships.

[ ] Research and learn all you can about your desired new career.

[ ] [Special event parking](https://www.montclair.edu/facilities/our-services/parking-services/event-parking-request-form/)

# Marketing

[ ] To submit a project request (flyer, posters, invites, postcards) contact Angie Aponte, Program Associate Deans Office apontea@montclair.edu.

[ ]

# Website & social media content

[ ] To advertise your event on social media or on the college website contact Web Content Manager Alex Thelin