

Event Planning Timeline

As soon as date is known

Set date on CIS calendar and reserve rooms (myadv.ucr.edu/forms/ciscalendar)

- *Call for proposals* (if needed)

At least 3 months from event:

- PI- Draft event plan/schedule
- PI- Invite Chairs or others for special introductions, as needed
- PI- Invite Guests
- Email invitations, include travel and honorarium info
- Introduce guests to CIS travel contact (jessica.Difilippo@ucr.edu)
- PI- Request guest information (talk title, bio, photo, etc., as needed)
- CIS/PI- Set up/Review Budget
- CIS- Set up advertising plan
- CIS- Initial contact with guests, start travel file, reserve lodging

8 weeks from event:

- PI- Follow up on guest info requests
- CIS/PI- Draft flyer and advertising copy, as needed
- CIS/PI- Prepare programs or other printed media, as needed
- CIS- Order catering
- CIS- Follow up on travel/start honorarium paperwork
- CIS- Update website and calendar information
- CIS- Begin advertising
- CIS- Place Media and Parking orders, as needed

4 weeks from event

- PI- email to guests about event, additional details, etc.
- PI- advertises event to department
- CIS- Confirm AV needs for guests and room set up
- CIS- Confirm event hosting duties (who does what)

2 weeks from event

- CIS/PI- Confirm final catering orders
- CIS- Final email to travelers

1 week from event

- PI- Email to guests about final details for day of event

Day of event:

- PI- Meet guest, general hosting of event
- CIS/PI (as assigned)- Set up/hosting duties
- Sign in sheet
- Photography, as needed

After event: within 1 week or ASAP

PI- submit reimbursement request (myadv.ucr.edu/forms/cisreimbursement)

- PI- Thank you to guests
- CIS- Collect sign in sheet
- CIS- send Thank you to attendees
- CIS- send travel reimbursement information (myadv.ucr.edu/forms/cisreimbursement)
- CIS – prepare travel vouchers/honorarium payments
- CIS- photos to social media/website

60 days +

- CIS- Final Budget Report, once all charges have posted
- PI- Final narrative report to CIS, if required