



Event Planning Timeline and Checklist

The Continuing Education Office is committed to helping you plan your event. Please use the following checklist and timeline to keep track of your event progress. To ensure a successful event, please provide the Continuing Education team with all detailed information as far in advance as possible. Once course is approved by Continuing Education Review Board, the CE Office will send an updated timeline that pertains to your event specifically.

6-8 months prior to event

(or at initial discussion of potential events)

- Review available **CE service levels**
- Determine estimated budget for event
- Complete **Course Proposal** and **Estimated Budget**, and submit for approval

5 months prior to event

- Sign MOU and return to Continuing Education Office
- Confirm space rental needs
- Send Continuing Education Office all details necessary for registration
- Confirm hotel room block needs
- Provide CE office with necessary details for marketing

3 months prior to event

- Confirm if the Continuing Education Office will be responsible for continuing education certification
- Complete all IACUC trainings if needed
- Send all speaker information for booking of travel

Continuing Education Office

- Begin coordination on proceeding with CE coordinator
- Confirm with CE office if there will be sponsors and details for MOU

8 weeks prior to event

- Confirm transportation needs (parking and shuttle)
- Confirm schedule of events and timing
- Confirm if catering is needed
- Provide information regarding all printed materials that are needed for course (brochures, course handouts)
- Coordinate with SAOP for any lab supplies

4 weeks prior to event

- Confirm AV needs for on campus events
- Confirm final catering needs

2-3 weeks prior to event

- Final guest count due (if CE Office is not managing registration)

Day of Event

- Collect course evaluations
- Distribute CE certificates
- Appoint someone to act as moderator for event
- Provide on-site support and registration or coordinate with CE office

After Event

- Work with CE coordinator to finalize payments and final budget
- Provide CE office with any feedback. Tell us what we are doing well and what could use improvement!

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