



This document was created by the Campus Events Operational Group (CEOG), made up of representatives from campus departments that plan and execute a high volume of events on campus. The mission of the group can be found here <https://www.coloradocollege.edu/other/opgov/sog.html>. This checklist has been created to help staff plan events independently and successfully.

Planning an Event on Campus: Staff Checklist

Step 1: Define the Event Concept (ideally, 2+ months out; *minimum: 30 days out*)

- Identify the goals of the event
- Ensure goals align with the College's [mission and vision](#)
- Define your target audience
- Determine how the event builds campus community
- Decide if the event is internal or external
- If external, confirm whether it is a [sponsored event](#)
- If an outdoor event, determine what [city permits](#) are required

Step 2: Secure Date, Space & Logistics

Date & Space (30+ days out)

- Review [campus calendar](#) for competing events
- Review [religious holidays](#)
- Review [blackout dates](#)
- Find the perfect [space](#) on campus
- Submit date and [space request](#)
- Obtain approval from Events/Venue Manager
- Book the space in Momentus via Events Management (button on CC's main webpage)
- Add event to [campus calendar](#)

Service Orders & Logistics (at least 14 days out)

- Determine needed services: Facilities
- Determine needed services: [Audio/Visual](#)
- Determine needed services: Food/Catering
 - On campus catering available via [Bon Appetit](#) (required in certain spaces)
- Determine needed services: [Parking](#)
- Determine needed services: [Campus Safety](#)
- Determine if clear bag policy/enforcement is needed



As of August 2026 this will be required for Robson Arena, Celeste Theater and Kathryn Mohrman Theater

- Arrange speaker logistics
- Arrange transportation if needed

- Arrange lodging if needed
- Confirm film screening requirements if applicable
- Plan advertising and marketing

[OCM support](#)

- Submit service orders via Events Management/Momentus at **least 14 days in advance**
 - Access to this platform is available via button on CC's main page
- If you have questions about this process, please contact events@coloradocollege.edu
- Confirm if any services require separate request platforms

Step 3: Organize & Finalize Details (At Least 2 Weeks Prior)

Policies & Compliance

- Review [Accessibility](#) policies
- Review Safety policies
- Review [Risk Management policies](#)

Guest Management

- Choose ticketing/RSVP system
- Confirm staffing plan and event run of show
- Assign setup responsibilities
- Discuss staff expectations
- Plan for a welcoming environment

Vendors & Contingency Planning (7 days out)

- Confirm rentals with off-campus vendors
- Create weather contingency plan
- Create event cancellation protocol
- Confirm details with all supporting departments

Step 4: Execute the Event

- Schedule walk-through (at least 24 hours in advance)
- Review weather forecast
- Implement contingency plan if needed
- Ensure guests feel welcomed
- Oversee event flow



- Clean up and restore space

Step 5: Follow-Up & Debrief (within 1 week of event)

- Evaluate what worked well: bring staff together to debrief
- Identify improvements for future events
- Send thank-you messages or follow-up surveys as appropriate
- Reconcile event budget: pay vendors, talent, create final report(s)