STUDENT GROUP SYMPOSIUM CHECKLIST

Upon approval of proposal/9 months ahead of symposium

◊ Invite and confirm symposium keynote(s) and other speakers
◊ Finalize symposium date(s)
  Note: Double check with Jenny Rickard to make sure there are no conflicting events occurring on the same date(s)
◊ Reserve symposium space(s) and publish event to Law School calendar (via administrative portal on Law School website)
  Note: Inform and work with Law School Facilities Office (Lois Harden) if special room set-up is required.
◊ Reserve hotel rooms
◊ Make dinner reservation at local restaurant for speaker dinner (if necessary)
  Note: You should work with the restaurant to arrange a pre-fixed menu, keeping in mind U of M cost maximums for meals.

6 months ahead

◊ Contact and arrange catered meals and snacks (if necessary)
  Note: keep in mind number of expected guests/attendees (if you plan to feed them all) and U of M cost maximums for meals.
◊ Hire someone to design publication/brochure materials (if necessary)

3 months ahead

◊ Reconfirm invited speakers
◊ Send symposium packets to each invited speaker/guest; “introduce” them to Jenny Rickard via email so she can work with them on travel arrangements
◊ Decide on/finalize speaker/guest ground transportation
  Note: If many speakers are arriving/departing the airport around the same time, it is much more economical to arrange for car/van transportation to pick up/drop off more than one person at a time.
◊ Finalize symposium schedule
◊ Arrange for/reserve symposium A/V needs (via event wizard on Law School website)
◊ Plan advertising

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◊ Purchase speaker gifts

1 month ahead
◊ Implement advertising plan
◊ Provide Jenny Rickard with list of speaker/guest names for printed nametags
◊ Provide Jenny Rickard with final list of symposium dinner attendees
◊ Print signage to direct speakers/guests to symposium room(s)
◊ Print symposium programs
◊ Print symposium binders (if necessary)

Week before symposium
◊ Reconfirm ground transportation plans with transportation company(ies) (if applicable)
◊ Reconfirm special room set-up with Law School Facilities Office (if applicable)
◊ Reconfirm all catering orders and restaurant reservations

Morning of the symposium
◊ Set up registration table
◊ Hang directional signage
◊ Have someone meet caterers at appointed time/place for set up

Within one week after the symposium
◊ Write and send speaker thank you notes

Within 4 weeks after the symposium
◊ Finalize budget and schedule/attend final reconciliation meeting with Jenny Rickard

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