

# Event Planning Checklist

**MINOT STATE UNIVERSITY IS PROUD TO HOST A VARIETY OF EVENTS.  
Following these steps will help ensure your event is as successful as possible:**

## **4 weeks prior to event:**

**PRODUCE MATERIALS**

Ask Design and Print Services to create event graphics and associated materials

**Email:** [Amanda.Francis@MinotStateU.edu](mailto:Amanda.Francis@MinotStateU.edu)

**ADD TO CALENDAR**

Request an event addition to the campus calendar

**Email:** [PublicInformation@MinotStateU.edu](mailto:PublicInformation@MinotStateU.edu)

## **3 weeks prior to event:**

**VISUAL REVIEW**

Ensure event documents are free from grammatical errors and meet brand standards

**Email:** [Marketing@MinotStateU.edu](mailto:Marketing@MinotStateU.edu)

**SPREAD THE WORD**

Contact University Communications to share the information in announcements, with local media, etc.

**Email:** [Michael.Linnell@MinotStateU.edu](mailto:Michael.Linnell@MinotStateU.edu)

## **2 weeks prior to event:**

**RESERVE PARKING**

If your guests need parking you need to make accommodations

**Email:** [Sherri.Giessigner@MinotStateU.edu](mailto:Sherri.Giessigner@MinotStateU.edu)

**SCHEDULE PHOTOGRAPHY**

Ensure your event is captured and shareable on social media

**Email:** [Richard.Heit@MinotStateU.edu](mailto:Richard.Heit@MinotStateU.edu)

## **1 week prior to event:**

**MSU SIGNAGE**

Reserve the Minot State backdrop to enhance the look of your event.

**Email:** [Marketing@MinotStateU.edu](mailto:Marketing@MinotStateU.edu)

**MSU DISPLAY**

Reserve tablecloths and request recruitment materials for your event welcome.

**Email:** [Liz.Krebsbach@MinotStateU.edu](mailto:Liz.Krebsbach@MinotStateU.edu)