

## Checklist for Scholarly and Student Life ACES "Event Planner"

This form has been developed to aid in planning your ACES event. It provides everyone connected with the event information needed to ensure all details are taken care of for a successful event.

**ACES Event Title:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_  
**Event Category:**     Scholarly     Student Life     Cultural

**"Event Planner" Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Presenter/Group Name:** \_\_\_\_\_ **Number in Group:** \_\_\_\_\_  
**Website:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Will you communicate with this person/group directly or through an agent?     Directly     Agent  
**Agent/Agency Name:** \_\_\_\_\_  
**Website:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Is there a contract for this presenter/group?     Yes     No

Many of the details you need may be spelled out very clearly in a contract so ask for a copy ASAP. If there is no contract, you will need to seek out the following information.

### Responsibilities of Event Planner

- Payment:** Blue Direct Payment form submitted to business office along with a completed and signed W-9 Tax Form and instructions on how payment should be made. Both are available in the business office.
- Tech/Event, Venue and Date Booked with Forum Office:** In addition to venue and date, what are the technical requirements:  Sound,  Lighting,  Technology: \_\_\_\_\_  
 \_\_\_\_\_ . Forum Office reservation form will confirm.
- Dressing/Food Rooms Booked with Forum Office:** If the event involves a group will they need dressing and/or food room immediately prior to event? Forum Office reservation form will confirm.
- Residency/Non ACES Lecture Booked with Forum Office:** If a room is needed, in addition to the ACES Event room, you must schedule this with the Forum Office unless it is your usual classroom and class time. Forum Office reservation form will confirm.
- Food Booked with Forum Office:** At least 2 weeks prior to event. Meal Guarantee 3 Days prior to event. (NOTES: BVU Meal Tickets available through Business Office. Menu and prices are available from the Forum Office. Forum Office reservation form will confirm.)
- Hotel Accommodations:** Include in Final Itinerary (ACES Director can assist with these arrangements)  
**Name of Hotel:** \_\_\_\_\_  
**Number of:** People \_\_\_\_\_ Rooms Booked \_\_\_\_\_ Handicap Acc. \_\_\_\_\_  
**Check-in Date** \_\_\_\_\_ **Check-out Date** \_\_\_\_\_ **Cost/Room** \_\_\_\_\_ **Confirmation Number** \_\_\_\_\_
- Other Accommodations:**     BVU Suite     Host Home    **Number of Nights** \_\_\_\_\_  
 (NOTE: The BVU Suite is booked through the Forum Office)
- Flight Transportation:** Submit the Final Itinerary and receipt(s).  
 **To Iowa:** Airline/Flight No., Airport of Departure, Date, Time, Airport of Arrival, Date, Time  
 **From Iowa:** Airline/Flight No., Airport of Departure, Date, Time, Airport of Arrival, Date, Time
- Ground Transportation:** Submit receipts for rental car or documentation for mileage.  
 **Escorted:**             BVU Vehicle (through Business Office)     Employee Vehicle (\$.46 per mile)  
 **Drive Themselves:**     Rental Car     Drive Own Vehicle (\$.46 per mile)
- Final Itinerary:** Finalize itinerary, confirm everything and submit a copy to Peter Steinfeld.

**This checklist takes you through a step-by-step process in gathering all the information you will need in planning an ACES Event, providing everyone connected with the event information needed to make sure all details have been addressed to ensure a successful event. If your Presenter/Group has a contract, a great deal of this information may be spelled out very specifically in said contract. If a contract is involved, only Liz Merten, VP Business Services, and the President are authorized to sign contracts. If there is no contract, you will need to seek out this information. Normally you can gather most of this information with one telephone call. Having the form in front of you when you make the call and going through it detail by detail will assist in consistent planning for every event.**

#### **Responsibilities of ACES Program**

- 1) Submit ACES information from proposal form to web site for publication.
- 2) Place publicity flyer on ACES bulletin board.
- 3) Assist Event Planner where needed.

**If you have questions or concerns, email me or give me a call.**

**Peter K. Steinfeld  
[steinfeld@bvu.edu](mailto:steinfeld@bvu.edu)  
749-2205  
DE Suite 107 Office D**