

Student Conferences & Multi-Day Events Checklist

Office of Event Scheduling & Support (OES)

3-6 Months Out

- Gather event information
 - What is the event about?
 - Who will be speaking?
 - [Review the speaker outreach guidelines](#) before inviting them and requesting their general availability
 - How many people do you expect to attend?
 - Which type of room would you like to book?
 - e.g., seminar rooms, tiered classrooms, outdoor spaces, the Pub, or the Milstein Conference Center
 - Which dates might work for your event?
 - [Review blackout dates](#)
 - Will you be providing travel or accommodation for any guests?
 - What is your event budget?
 - [Book a space](#)
 - For outdoor events, [book a rain location or date](#)
 - Book hotel and travel accommodations, if applicable
 - [Review Harvard's youth program requirements](#) if your event will involve minors under the age of 18
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2 Months Out

- [Review license requirements](#)
 - City licenses may be required for events including ticketed performances, cash bars, sales of items other than books, and raffles
 - For performances or events with dancing, [review crowd manager requirements](#)
 - [Order rental equipment through OES](#), if applicable
 - e.g., ADA staging, extra lighting, and other equipment that OES does not stock
 - [Advertise & open pre-registration](#)
 - [Order catering \(more than 200\)](#)
 - [Consider sustainability](#)
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4 Weeks Out

- Schedule a meeting with your OES event coordinator
 - Request room setups
 - [Order catering \(fewer than 200\)](#)
 - Plan, Design & Order Program Materials
 - e.g., posters, directional signs, and conference swag
 - [Request a HUPD Detail](#), if applicable
 - A detail is required for high-profile or controversial events and for events where alcohol will be served to more than 100 people
 - [Review the Protest & Dissent Guidelines](#)
 - If you anticipate any protest or dissent, let OES know
 - [Submit City of Cambridge license applications](#), if applicable
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[Find more information about event planning on our website.](#)

Events come in all shapes and sizes, so please be aware that some items on this list may not apply to your event. Reach out to OES at any time to plan for your specific event at 617-495-3129 or events@law.harvard.edu.

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3 Weeks Out

- [Request AV services from ITS](#) & [Recording Permission from the Office of Communications](#)
 - AV must be ordered at least 72 business hours in advance
 - [Arrange parking](#) for guests, if applicable
 - If using an outside vendor, submit insurance paperwork to OES
 - e.g., photo booths
 - [Register youth programs](#) for events involving minors under the age of 18, if applicable
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2 Weeks Out

- Finalize catering & linens
 - All linens need to be ordered from [Restaurant Associates](#)
 - All catering in Milstein and the Caspersen Student Center must be provided by RA
 - Finalize room setups with OES
 - Arrange vendor deliveries, if applicable
 - Arrange nursing room access for expecting parents, if applicable
 - Submit [licenses](#) and/or [crowd manager certificates](#) to OES, if applicable
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1 Week Out

- Finalize Participant Numbers & Close Registration
 - Prepare any materials that you will need on the day of the event
 - e.g., directional signs, handouts, swag, registration lists, or office supplies
 - Schedule a check-in for the day of the event with OES staff
 - [Schedule a rain call deadline with OES](#), if applicable
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On the Day

- [Complete the Fire & Building Safety checklist](#), if applicable
- Set up event materials
- [Reach out to OES, ITS, RA, or HUPD with any concerns](#)

OES: 617-495-3129

RA: 617-495-5538

ITS: 617-495-0722

HUPD: 617-495-1212

After the Event

- Load out materials
 - Return any nursing room cards
 - [Check the Lost & Found for any missing items](#)
 - Pass feedback on to your OES event coordinator
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