

# Conferences & Multi-Day Events Checklist

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Office of Event Scheduling & Support (OES)

## 3-6 Months Out

- Gather event information
  - [Book a space](#)
  - Book hotel and travel accommodations, if applicable
  - [Review youth program requirements](#)
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## 2 Months Out

- [Review license requirements](#)
  - [Review crowd manager requirements](#)
  - [Order rental equipment through OES](#), if applicable
  - [Advertise & open pre-registration](#)
  - [Order catering \(more than 200\)](#)
  - [Consider sustainability](#)
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## 4 Weeks Out

- Schedule an OES meeting
  - Request room setups
  - [Order catering \(fewer than 200\)](#)
  - Plan, Design & Order Program Materials
  - [Request a HUPD Detail](#), if applicable
  - [Review Protest & Dissent Guidelines](#)
  - [Submit license applications](#), if applicable
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## 3 Weeks Out

- [Request AV services & Recording Permission](#)
  - [Arrange parking](#), if applicable
  - Submit vendor insurance
  - Register youth programs, if applicable
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## 2 Weeks Out

- Finalize catering & linens
  - Finalize room setups
  - Arrange vendor deliveries, if applicable
  - Arrange nursing room access, 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 event materials
  - Schedule an OES check-in for the day of the event
  - [Schedule your rain call](#), if applicable
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## On the Day

- [Complete the Fire & Building Safety checklist](#), if applicable
  - Set up event materials
  - [Reach out to service providers with any concerns](#)
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## 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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[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](mailto:events@law.harvard.edu).