

BEST PRACTICES, Space Utilization & Analysis

Title: Event Planning

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Source: University of Washington

Co Area:

Addl Info: <http://www.engr.washington.edu/personnel/bestpractice/index.html#events>

Abstract: There are a number of factors to consider when planning large-scale events, including logistical considerations for the event itself, and timing considerations that may impact overall attendance. Some of these considerations can easily be missed.

Two checklists have been developed by the Dean's office to address event planning: a checklist for event logistics, and a checklist for timing and scheduling considerations.

<http://www.engr.washington.edu/personnel/forms/best-practice/EventPlan.pdf>

<http://www.engr.washington.edu/personnel/forms/best-practice/event-timing-considerations.doc>