

Employee Checklist

Carthage Events



The Office of Event and Conference Services

From departmental meetings to overnight summer camps, the Office of Event and Conference Services is here to help! Based on the type of event you would like to host, we can provide assistance drafting your event contract, receiving and processing payments, food service, and connecting you with the relevant outside vendors to make your event a success. Contact us to start planning your next event today!

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CARTHAGE
COLLEGE

Streamline your event planning by following these simple steps:

Preplanning

- Identify how your event is classified (see the EMPLOYEE FACILITY USE GUIDELINES)
- Check facility availability in ASTRA
- Develop initial budget
- Set goals (attendance, revenue, etc.)

Planning

- Schedule planning meeting with Office of Event and Conference Services to share preplanning
- Reserve facilities in ASTRA
- Draft contract and event addendum with Office of Event and Conference Services (if applicable)
- If generating revenue, contact Office of Finance and Administration
- If hiring employees/students to work event, contact Human Resources
- Order catering from Parkhurst (if applicable)
- Coordinate with Public Safety (if applicable)

Marketing & Promotion

- Identify core audience and attendees
- Develop marketing plan that aligns with event goals
- Communicate using on-campus and external platforms
- If charging for registration/tickets, contact Office of Finance and Administration

After Your Event

- Send attendees thank you email/survey
- Submit invoices in Workday for payment
- If you planning to host your event again, schedule event debrief meeting with Office of Event and Conference Services to identify future improvements