

## Event Planning Checklist

- ✓ Choose Date, Time, and Location
- ✓ Reserve Venue
  - (i.e. LSC, Coliseum, Old Main Pit, etc.)
- ✓ Risk Management Check
  - (i.e. Fire Marshall, City Permits, University or Huntsville Police Department )
- ✓ Complete Off-Campus Speaker Request Form
- ✓ Book Speaker
- ✓ Invite Guests
- ✓ Set RSVP Deadline
- ✓ Catering
- ✓ Confirm with student organization advisor all final details
- ✓ Contact the Dean of Students' Office for any additional assistance

### Contact Information:

#### Lowman Student Center

Phone: 936-294-1759  
Address: 1802 Ave. I, Ste. 311  
Huntsville, TX. 77340

#### Dean of Students' Office

Phone: 936-294-1785  
Address: 1802 Ave. I, Ste. 215  
Huntsville, TX. 77340

#### University Police Department

Phone: 936-294-1800  
Address: 2424 Sam Houston Ave.  
Huntsville, TX. 77340

#### Aramark Catering

Phone: 936-294-1930  
Address: Box 2386  
Huntsville, TX 77340

#### Huntsville Police Department

Phone: 936-291-5480  
Address: 1220 11<sup>th</sup> St.  
Huntsville, TX. 77340