

Timeline for Planning a Department of English Event

Some of these details are moving deadlines based on the importance of events, but food ordering and Wavesync are not. They are firm deadlines and without them an event cannot occur on Tulane's Campus.

1. **At Least Six to Eight Weeks Before Event:** Come to Analene and Barb with the Concept/Visitor etc and with funding details to discuss preferred dates and rooms so that Analene and Barb can ensure events do not overlap with others on campus/in the department and that space is available for an event.
 - a. **At this point, you should have:** a date preference, a room preference, and funding details.
 - b. **At this point, you should not have:** formally invited a speaker on a specific date or selected a firm date/location.
2. **At least Four Weeks Before Event:** Submit Event Form (found on Faculty Forms page on English Site) to Analene.
 - a. **At this point you should have:** selected a date and location with Analene and Barb, formally invited speaker, details on food and Tech needs, description of event, formal funding details.
 - b. **At this point you should not have:** ordered food w/o Analene and Barb or booked Hotel and Air Fare w/o Barb.
3. **FIRM DEADLINE: At Least Four Weeks Before Event:** Work with Analene or Barb to order any Sodexo Catering Needs.
 - a. **At this point, you should have:** decided on what food offerings you want and prepared an exact food budget.
 - b. **At this point, you should not have:** ordered food w/o Analene and Barb or publicly announced any specific food offerings.
4. **FIRM DEADLINE: At least 23 Days Before Event:** Have all details prepared for Analene to submit to Wavesync; this includes Title, Speaker, Speaker Bio, Detailed Event Description, and any offerings for students beyond food (ex: merch).

- a. **At this point, you should have:** decided on exact details of the event and settled all reservations with Barb and Analene
 - b. **At this point you should not have:** started any public promotion of event or announced anything.
5. **At Least Three Weeks Before Event:** Prepare all marketing details for Analene to make a flyer and social media (SM) marketing.
 - a. **At this point, you should have:** worked with Analene to submit to Wavesync, Preferred photos, images, etc for marketing.
 - b. **At this point, you should not have:** designed your own flyer or SM Marketing.
6. **At least Two Weeks Before Event:** Work with Analene or Barb for all non-Sodexo Food Orders
 - a. **At this point, you should have:** Prepared an idea of what you want to serve non-Sodexo food-wise and considered whether the places deliver through a non-app or need pick-up.
 - b. **At this point, you should not have:** Ordered food on your own, made a hard plan on what to serve, or promoted food offerings anywhere.
7. **At Least Two Weeks Before Event:** Work with Analene and Barb to decide if you need staff support (Analene or Barb) at your event, especially if it starts/ends after 4:00pm
8. **Day of Event:** Be prepared to show up at least 15-30 minutes early to accept catering, set up speaker/presentation, ensure room is set up to preferred specifications.