



## **Special Event Checklist**

### **Step One: Scheduling Space and Contracting**

Before anything else is done, facilities must be secured and contracted. Once you have a signed Contract you can move forward, making other arrangements and advertising your event. You will receive a contract from your Conference Services Event Coordinator to review and return with a deposit.

### **Step Two: Securing Insurance**

Wheaton College requires liability insurance for all events held on campus. Detailed information is found in the Contract. If you cannot get affordable insurance through your own insurer Wheaton College has formed a partnership with Bene-Marc, Inc. to offer insurance for one-time events. Contact your Conference Services Event Coordinator for more details.

### **Step Three: Settling Media Arrangements**

From a sound system to Smart Desk training to hiring an on-site media coordinator, Kerry Haps will handle all of your media needs. You will be working directly with him to plan the media side of your event. You must contact Kerry not less than 21 days prior to your event. Kerry Haps: 630-752-5337, [kerry.j.haps@wheaton.edu](mailto:kerry.j.haps@wheaton.edu).

### **Step Four: Setting Up Catering**

Wheaton College requires that any catering on campus be done by a licensed caterer. We recommend that you use the services of our on-site caterer, Bon Appétit. Bon Appétit must be contacted not less than 10 days prior to your event. You can reach the Catering Director, Kimberly Farmer, at 630-752-5839. You can also review potential menus at [www.wheaton.edu/dining](http://www.wheaton.edu/dining).

### **Step Five: Sending In Your Program and Materials**

Wheaton College requires that the disclaimer ***“This is not an official function of Wheaton College”*** be included in any advertising that uses the name Wheaton College. A copy of all advertisements, programs and materials must be sent to your Event Coordinator for review and approval. Detailed information regarding Wheaton College’s program and promotion requirements can be found in your facility contract.

## **Step Six: Signing Off on Set-up and Final Logistics**

The final step in planning your event is the set-up. This includes creating a diagram for how you want your facility set, planning times to pick up any facility keys that you may need, and getting final counts to your Event Coordinator. Set-up arrangements must be made no later than 1 week prior to your event. You will make these arrangements directly with your Event Coordinator.

### **Campus Service Providers**

Catering: Bon Appetit – Kimberly Farmer-Lofton, 630-752-5839

AV/Tech: Media Resources – Kerry Haps, 630-752-5337, [kerry.j.haps@wheaton.edu](mailto:kerry.j.haps@wheaton.edu)

### **Outside Service Providers**

Insurance: Bene-Marc Insurance Company – Contact your Event Coordinator for details