



impact-making event magic

How to Plan a Successful Event at the Lory Student Center

6-12 Months Prior to Event

- ***How big is your event?***

Is it open to the public or is it private? What is the estimated number of attendees? What kind of space will be required?

- ***What kind of event is it?***

Does your event feature a dinner with a guest speaker, a dance with a DJ, a panel discussion, or is it hybrid? Defining the purpose of your event helps you reflect on whether that purpose was achieved post-event, and creates an explicit call to action for your guests.

Some events with external speakers require additional steps:

- Make a preliminary reservation for your preferred space and date.
- Submit event information to your planner for review by the university.
- Meet with your event planner and relevant campus officials to review event and discuss logistics at least four weeks prior to event.
- Confirm security requirements with your venue as established by CSUPD. Prepayment of half the estimated security costs is required at least 7 days prior to event.
- Secure event insurance or provide confirmation of insurance at least one week prior to event.
- Review our special event policy: col.st/4ikST

- ***Create a budget.***

Consider fees such as: facility, rentals, catering, audiovisual equipment, labor, security, marketing, parking, etc.

- ***Select an appropriate time and space.***

Check availability and go over different room styles by calling Event Planning Services or by completing the form on our website by visiting col.st/9qPC5.

- ***Is your event accessible?***

The LSC is committed to being an inclusive, welcoming space for all. See our accessibility guidelines by visiting col.st/kFcvl.

- ***Review event policies.***

Review our policies page or call Event Planning Services to check our decoration, food, alcohol, and cancellation policies. Our policies can be found at lsc.colostate.edu/lsc-policies.

6-8 Weeks Prior to Event

- ***Book a date to meet with an event planner.***

Communicate your audio/visual (AV) and technical needs such as audio, microphones, speakers, lighting, staging, filming, etc. Discuss room setup options, and create a diagram if necessary.

- ***Book catering and browse our menus.***

View LSC catering at catering.colostate.edu, or reach out to them via phone or email.

- ***Provide an itinerary to your event planner.***

Include your daily schedule and set a timeline as exact as possible so that the LSC staff can best suit your needs.

- ***Create and distribute marketing materials.***

LSC Marketing manages reservations for 22 indoor LCD displays. Marketing also offers space in the LSC Food Court for 8.5" by 11" kiosk posters. Visit lsc.colostate.edu/services/colab/advertise-lsc for more information or to make a reservation. All outside offices requiring artwork should contact CSU Marketing and Brand Management, at marketing.colostate.edu.

2-4 Weeks Prior to Event

Double-check the details.

- Confirm the number of attendees and the itinerary with your event planner.
- Finalize your setup, start and end times, as well as your AV needs.
- What time are you and your guests arriving? Be sure to factor in time for equipment teardown and cleanup.

Are there any changes or updates?

- Finalize your itinerary and event diagram.
- Final numbers for catering are due **5 days** before event.

Day of Event

- Confirm that your setup is correct, and do a thorough walk through to ensure everything looks good.
- If you have any decorations or materials, be sure to bring them.
- Meet with your catering contact and your AV technician, and test equipment to make sure everything is working.
- Set up your registration table if needed, and begin greeting the arriving attendees.
- Sit back and relax! Should you need anything, please call the building manager at (970) 215-7112 or ask any event staff member for help.

Post Event

How'd we do?

Keep an eye out for an email from us asking you to complete a short survey.

- Schedule a wrap-up meeting. What went well?
- How can we improve?
- Finalize payments for all services. You will receive an invoice by email after the event.

Sustainability Tips

- Encourage your guests to recycle during the event. Recycling bins are conveniently located throughout the building.
- Advertise digitally instead of using paper, including using digital invitations to guests.
- To learn more about our commitment to sustainability at the LSC, visit lsc.colostate.edu/sustainability

Info You Should Know

Academic Session Building Hours

Monday — Saturday:

7 a.m. – 11 p.m.

Sunday:

11 a.m. – 11 p.m.

Summer and Break Hours Subject to Change*

Catering

Phone: (970) 491-5332

Email: lsc_catering@mail.colostate.edu

Website: catering.colostate.edu

Parking & Transportation Services

Phone: (970) 491-7041

Email: parking@colostate.edu

Website: pts.colostate.edu

LSC Marketing

Phone: (970) 491-4898

Email: lsc_marketing@mail.colostate.edu

Website: lsc.colostate.edu/services/colab

Maps

LSC Building Map: lsc.colostate.edu/building/maps

Campus Map: map.concept3d.com/?id=748

Building Manager

Phone: (970) 215-7112

Contact Us

Event Planning Services

Phone: (970) 491-0229

Email: lsc_epo_staff@mail.colostate.edu

Website: lsc.colostate.edu/services/event-planning

Address:

1101 Center Ave. Mall, Fort Collins, CO, 80523

Shipping Address:

8033 Campus Delivery, Fort Collins, CO, 80523