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.

- **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](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/kFcv1](col.st/kFcv1).

- **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](lsc.colostate.edu/lsc-policies).

- **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](col.st/4ikST)**

6–8 Weeks Prior to Event

- **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](col.st/9qPC5).

- **Book catering and browse our menus.**
  View LSC catering at [catering.colostate.edu](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](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](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