JMU
Union Scheduling

Preplanning Student Event Checklist

Before scheduling your event space, make sure you have all the information you need. Having all of these requirements ready will make the event planning process smoother for you and JMU.

Checklist

Event Name

Program structure, layout and/or activities

Number of people attending

Your on-site contact information

Event start and end time

Room set-up preferences

Desired date (including inclement weather plans)

Desired location(s) (and back-up options)

Resources needed i.e.: mics, extra tables and more

Do you need set-up and take down time?

The description of the event that will be available for the public to view

Scan for more information on scheduling an event.