

Thank you for choosing UofL's Event and Conference Services for your upcoming program. This chronological checklist includes items you will be discussing with one of our experienced event coordinators. We hope you will find it useful.

If You Haven't Already Done So...

Call 502.852.0360 or email kristen.frarey@louisville.edu to request a proposal, check availability or initiate a facility rental contract. You may also check availability and request space by visiting louisville.edu/conferenceservices/about/contact.

Early Stages of Planning

- Review, sign and return the facility rental contract emailed to you. Scan and return via email or fax to 502.852.8406.
- Visit louisville.edu/conferenceservices/where/directions for directions to include in communications to event participants.
- Reserve hotel rooms for out-of town speakers and/or participants. A list of nearby hotels, several within walking distance, can be found at louisville.edu/conferenceservices/where/accommodations.

4-6 Weeks Prior to Event

- Identify A/V or other items you need that are not included in room rental fees, such as additional screens, linens or skirted tables, laptops or a stage. For information on included amenities and extras, visit louisville.edu/conferenceservices/amenities.
- Review our policies and FAQs at louisville.edu/conferenceservices/about/policies.
- Visit louisville.edu/conferenceservices/facilities for room capacities by set-up style. Contact presenters to get their set-up preferences.
- Ensure that the room(s) you initially reserved will accommodate any increases in the number of participants, changes in room set-up, additional needs for break-out sessions, etc. Contact your event coordinator to report any changes, or to develop a back-up plan in case attendance is higher or lower than originally anticipated.
- Visit louisville.edu/conferenceservices/amenities/catering to view our catering options, which include all-day packages, buffets and plated meals. Make a list of any questions for your event coordinator.



All-day events mean hearty appetites. Check out these all-day catering packages!
louisville.edu/conferenceservices/amenities/catering/allday

3 Weeks Prior to Event

- Expect a call from your event coordinator who will answer any of your questions and request room set-up(s), orders for additional A/V and other rental items, and a preliminary catering order.

2 Weeks Prior to Event

- Call your event coordinator with a guaranteed minimum catering order. **Note: quantities can be increased as late as three (3) business days prior to your event, but they may not be decreased.**
- Determine how many wireless Internet log-ins you will need for guests, presenters or staff. We can accommodate large groups of users, but knowing in advance will ensure we meet your needs. Please note: The use of Mi-Fi and similar technologies is not compatible with our equipment and will result in disruptions of all Wi-Fi services. For more information about UofL's wireless capabilities, please visit louisville.edu/it/departments/communications/wireless/wireless-networking-uofl.

3 Business Days Prior to Event

- Be prepared to give your event coordinator any updates to room set-ups and a final attendee count for catering purposes.
- Alert your event coordinator to any deliveries or materials that may be arriving at the venue prior to your event.
- If you need access to your room earlier than 7 a.m., please notify your event coordinator.

Day of Event

- Arrive at least one hour before your event's start time to review the room set-up, check the temperature, organize your registration table, and display any materials, schedules or signage. Our conference center opens at 7 a.m. each day. An Event and Conference Services host will greet you, get you settled in your room(s), and connect you to our wireless Internet if required. He/she will also check in periodically throughout the day.

Following the Event

- Review your final invoice for facility fees, catering charges and any rental items. Invoices are mailed approximately one week following events. Call our business office at 502.852.8572 to pay by MasterCard or Visa, or mail a check payment to the address on the invoice.
- Solicit feedback from attendees and complete our post-event evaluation survey which will be emailed to you within two weeks following your event.

Event and Conference Services Staff

Kristen Frarey, Manager

502.852.0360 | kristen.frarey@louisville.edu

Contact for corporate meeting space, tours,
and rentals.

Event Coordinators

Donna Berger

502.852.7878 | donna.berger@louisville.edu

Steve Lux

502.852.0690 | steve.lux@louisville.edu

Daniel Robinson

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