

IAH Event Planning Best Practices

Please see [IAH Support to Programs](#) for more details on event support.

1. Event Scheduling

- Please consult IAH staff before confirming an event date to avoid conflicts and ensure availability.
- Complete the [IAH Event Request Form](#) early to initiate support.

2. Timeline for Effective Support

Task	Responsible	Timeline Before Event
Submit IAH Event Request Form	Faculty	As soon as possible
Book event room (if applicable)	Staff	8 weeks
Request speaker registration for honorarium	Staff	6 weeks
Draft flyer	Staff	5 weeks
Finalize flyer and publicize	Staff	4 weeks

3. General Recommendations

- Avoid peak months like February and May for better venue availability.
- Notify staff if students will attend for **extra credit** or **class requirements**, as this affects room size.

4. Event Marketing and Flyers

- Maddie will design program flyers to ensure UC San Diego branding is included. Flyers are shared on the IAH website, weekly IAH event listserv, campus digital screens, and IAH-affiliated student and faculty lists.
- The **deadline** for a flyer's inclusion on the website and newsletter is **Thursday night at midnight** for the following week's newsletter.
- For faculty wanting to design their own flyers, please contact staff for a copy of the appropriate logo.

5. Event Content

- Events must have a clear connection to your IAH program.
- Controversial topics? Please notify staff early so they can follow best practices for event preparation.

For questions or help, please reach out to Maddie Martinez. Staff are here to support your vision and ensure impactful, well-run events.