



First Steps

Idea development

Create event definition

Template for event definition (ideal concept):

Internal organizer	
External organizer	
Date, duration	from to time window:
Frequency	
Location	if external:
Scope	Approx. people
Event Type	if other:
Event purpose/theme	
Target group	
Financing/Budget	Budget: CHF Financed by the following funds: Own funds: CHF Third-party funds (participation fees): CHF Subsidies (sponsoring & support contributions): CHF
Catering	

Approvals

Submit [approval request to President's Services](#) (availability of rooms, determine suitability of date etc.)

Obtain [approval from Safety, Security and Environment Office](#)

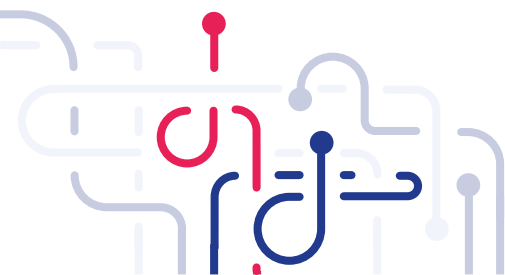
Event Management consultation

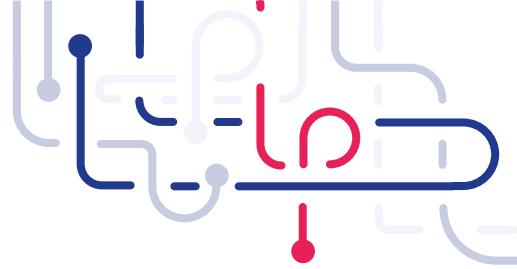
Contact and schedule first consultation with UZH [Eventmanagement events@del.uzh.ch](#)

Application

If an application as a congress location is required: Create and submit an application as congress location Zurich

If approved: plan site visit





Detailed Concept

Before proceeding with the preparations, a detailed concept for the event must be created. The following points must be noted. Details can be found [here](#) in the section Detailed Concept.

Participants

Supporting program/Schedule

Locations/Facilities

Implementation and personnel planning



Financing

Empty rectangular box for financing details.

Marketing/Communications

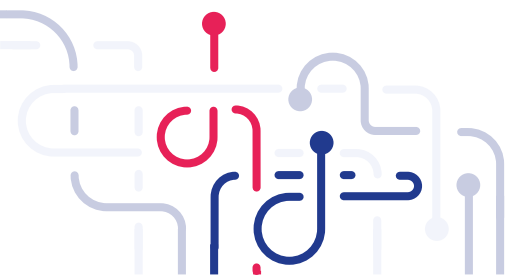
Empty rectangular box for marketing/communications details.

Catering

Empty rectangular box for catering details.

Materials and documents

Empty rectangular box for materials and documents details.





Transport

Accommodation

Rights and obligations