

# Event Planning Checklist

Name of Event: \_\_\_\_\_

Hosting Org: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

\_\_\_\_\_

## Brainstorming

- Will the Event benefit students on campus?
- How many people do you need to make the event happen?
- Does the event serve a need previously not met on campus? \_\_\_\_\_
- Do we have the resources to make it happen?

## Budgeting (attached)

Officer in Charge: \_\_\_\_\_

- Research and Development of the expense budget prior to scheduling
- Contingency Plan (alternate performers, alternate venue, unforeseen expenses)
- Estimated cost of event: \$ \_\_\_\_\_

## Scheduling (See SLLD Dept. Coordinator)

Officer in Charge: \_\_\_\_\_

- Determine your space needs
  - o What size room do you need?
  - o What kind of tech needs does your event/performance have?
  - o What can you afford? (Venue)
- Email your space request to the department coordinator (*CC your advisor*)
- Call your performer/vendor (if applicable) and schedule/confirm the performance date
- Secure a W9 <http://www.irs.gov/pub/irs-pdf/fw9.pdf> and performance contract or performance quote for each performer
- Schedule the travel arrangements for your performer through the \*proper channels
- Book Motor Pool Transportation (if necessary)
- Book hotel accommodations through the student life \*department coordinator

## Fundraising

Officer in Charge: \_\_\_\_\_

- If you are applying for ASLCC funding, did you submit your request on time? (attach)
- Have you presented your funds request to the student senate in general meeting?  
\_\_ / \_\_ / \_\_ (attach copy) Decision: \_\_\_\_\_
- Are you seeking additional funding through Council of Clubs? (attach copy) \_\_ / \_\_ / \_\_
- Outside sources of funding: \_\_\_\_\_

- Are all your projected expenses and contingencies accounted for?
- Purchase Order Requisition or Club Account Allocations must be approved by the group and the advisor must "sign off" on the request

## Advertising

Officer in Charge: \_\_\_\_\_

- Poster Design Concept
- Printing Arrangements (posters, handbills)
- E-mail message to database Listserv
- Chalking
- Tabling/handing out handbills or flyers
- Other forms of marketing (media advisory)

## Supplies

Officer in Charge: \_\_\_\_\_

- Equipment Needs
  - o \_\_\_\_\_ Tables
  - o \_\_\_\_\_ Chairs
  - o \_\_\_\_\_ Power Cords
  - o \_\_\_\_\_ Trash Receptacles
  - o \_\_\_\_\_ Compost Receptacles
  - o \_\_\_\_\_ Recycling Receptacles
- General supplies for \_\_\_\_\_ guests
  - o Flatware
  - o Plates
  - o Napkins
  - o Cups
- Decorations \_\_\_\_\_
- Cashbox (and written policy for cash handling)
- Performer specific items/requests attached (also known as a performance 'rider')

FOAP \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date of Checklist Completion \_\_\_\_\_