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
☐ 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/hand 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 ________________