

## **Event Planning Checklist**

To be completed at least 12 -14 weeks before event	
Discussed event with advisor	
Checked dates against events calendar	
Placed hold on appropriate room (include room set up ,	
approximately how many people etc.)	
Check costs of other event needs (i.e. media, hotel, catering, et	tc.)
Solicit campus co-sponsorships for event	
Finalize reservation of room	
Complete necessary paperwork (contracts, check requests, form	ms)
Evaluate population and be inclusive in your programming	
Evaluate population and be inclusive in your programming	
-	To be completed at least 4 weeks before event
	Finalize reservation of hotel (if applicable)
Finalize recentation	of event equipment set up needs (chairs, tables, microphones, etc.)
Thidize reservation	Finalize reservation of event catering needs
Identify and s	secure any other special needs of performer (directions/map, travel)
	nd secure any items for event atmosphere (decorations, plants, etc.)
Identity at	id secure any items for event atmosphere (decorations, plants, etc.)
To be completed at least 4 weeks before the event (continued)	
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Drop off copies of promotion for advisor proofing	
Duplicate and / or print promo pieces	
Receive approval for table tent distribution, for residence hall p	promotion
Contact ITS for all technology needed for the event	
For trips - reserve vehicle	
Secure trip advisor for any off campus trip	
	To be completed at least 3 weeks before event
	Notify Campus Life of event for inclusion on Top Ten Table tents
	Have event tickets printed
	Have advisor review your promo before posting
	Hang event flyers
	Utilize social media (Facebook, Twitter etc. to publicize event)
To be completed at least 2 weeks before event	
Turn in check request to advisor or Vice President overseeing t	the club- for signature
Confirm all details, including room reservation and any perform	mers
Log all expenditures on event spreadsheet	
Sign up extra event staff at club meeting (tear down / set up)	
	To be completed immediately after the event
	Make sure appropriate tear down and clean up is happening
	Deliver check to performer
_	Return all equipment and leave facility better than you found it
To be completed at MOST 1 week following the event	
Turn in all event receipts	
Return all borrowed equipment with in one day of event	
Complete event evaluations/evaluations and turn into to secre	tary and advisor