

# STUDENT ORGANIZATION EVENT PLANNING CHECKLIST

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

**Date(s):** \_\_\_\_\_

**Responsible organization:** \_\_\_\_\_

**Person in Charge & Cell Phone:** \_\_\_\_\_

**Estimated Number of Participants:** \_\_\_\_\_

## Facilities:

\_\_\_ Location(s) reserved:

\_\_\_ Rain location reserved:

\_\_\_ Set Up Confirmed (ie tables, chairs, stage, trash cans, etc.)

\_\_\_ Set Up Date/Time:

\_\_\_ Tents(s) Needed: (Number)

## Audio/Visual/Lighting:

\_\_\_ Equipment ordered: (List equipment) \_\_\_\_\_

\_\_\_ Set Up Date/Time: \_\_\_\_\_

\_\_\_ Music Needed: \_\_\_\_\_

## Publicity:

\_\_\_ Invitations: (Number) \_\_\_\_\_; (Date Sent) \_\_\_\_\_

\_\_\_ Flyers created and distributed: (Date) \_\_\_\_\_

\_\_\_ Banners hung: (Date & Places) \_\_\_\_\_

\_\_\_ (Digital) Signs posted: (Date & Places) \_\_\_\_\_

\_\_\_ Newspaper Ad Run Date(s): \_\_\_\_\_

\_\_\_ Event website updated (Date): \_\_\_\_\_

\_\_\_ Listing on other website (ie Facebook) (Dates to run): \_\_\_\_\_

\_\_\_ Emails sent: (Date) \_\_\_\_\_

\_\_\_ Announcements at RA/Floor meetings: (Date) \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

## Food:

\_\_\_ Menu selected: (Menu) \_\_\_\_\_

\_\_\_ Chartwells order placed: (Date) \_\_\_\_\_

\_\_\_ Set up time: \_\_\_\_\_

\_\_\_ Food donated from: \_\_\_\_\_

\_\_\_ Food for volunteers ordered: (Date) \_\_\_\_\_; (Menu) \_\_\_\_\_

\_\_\_ Followed alcohol policies \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

## Speaker/Band/DJ/Honorarium:

\_\_\_ Entertainer/Performer Confirmed: (Name) \_\_\_\_\_

\_\_\_ Contract Info Sheet completed to Student Organizations Office: (Date) \_\_\_\_\_

\_\_\_ Contract signed and turned in: (Date) \_\_\_\_\_

\_\_\_ Gifts for speaker(s) ordered/purchased: (Items) \_\_\_\_\_

## Decorations:

\_\_\_ Balloons ordered: (how many/color) \_\_\_\_\_

\_\_\_ Tablecloths needed: (Number) \_\_\_\_\_

\_\_\_ Other decorations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## EVENT PLANNING CHECKLIST (Cont'd)

### Printed Materials:

\_\_\_ Programs ordered: (Number) \_\_\_\_\_ ; (Date) \_\_\_\_\_  
\_\_\_ Directional Signs ordered: (Number) \_\_\_\_\_ ; (Date) \_\_\_\_\_  
\_\_\_ Signs for event: (Number) \_\_\_\_\_  
\_\_\_ Name tags: (Number) \_\_\_\_\_

### Parking/Transportation:

\_\_\_ Charter Buses reserved: (Company) \_\_\_\_\_ ; (Date) \_\_\_\_\_  
\_\_\_ Parking tokens purchased: (Number) \_\_\_\_\_  
\_\_\_ Parking permits purchased: (Number) \_\_\_\_\_  
\_\_\_ Secured parking location for participants: (Location) \_\_\_\_\_  
\_\_\_ Extra parking needed: (Location) \_\_\_\_\_

### Security:

\_\_\_ Security reserved

### Handicap Accessibility:

\_\_\_ Arrangements made

### Recycling:

\_\_\_ Arrangements made

### Photographer:

\_\_\_ Confirmed: (Name) \_\_\_\_\_

### Copyright (IF showing a movie):

\_\_\_ Followed approved copyright laws

### Permits:

\_\_\_ Received all permits: (Types) \_\_\_\_\_

### Giveaways:

\_\_\_ Giveaways ordered: (Number) \_\_\_\_\_  
\_\_\_ Giveaways prepared: (Number) \_\_\_\_\_

### Other Supplies Needed: \_\_\_\_\_

\_\_\_ Maps: (Number) \_\_\_\_\_  
\_\_\_ Tickets: (Number) \_\_\_\_\_  
\_\_\_ Flip charts/markers: (Number) \_\_\_\_\_  
\_\_\_ Tape, staplers, pens: (Number) \_\_\_\_\_  
\_\_\_ Cash box/change: (Number) \_\_\_\_\_  
\_\_\_ Trash bags: (Number) \_\_\_\_\_  
\_\_\_ Water for speakers: (Number) \_\_\_\_\_

### Risk Management:

\_\_\_ Risk assessment completed  
\_\_\_ Risk management actions identified (liability insurance, participant waivers, safety personnel, safety equipment required)  
\_\_\_ Rehearsal/walk through scheduled (if needed)

### Funding:

\_\_\_ Applied for SGA Event Grant: (Date) \_\_\_\_\_ ; (Approved) \$ \_\_\_\_\_  
\_\_\_ Co-Sponsorships confirmed: \_\_\_\_\_  
\_\_\_ Donations: \_\_\_\_\_  
\_\_\_ Ticket sales: \_\_\_\_\_  
\_\_\_ Raffle: \_\_\_\_\_  
\_\_\_ Membership approved event  
\_\_\_ Funded in the budget  
\_\_\_ Advisor briefed and approved (if necessary)

### After the Event:

\_\_\_ Returned rented items  
\_\_\_ Returned any items to storage  
\_\_\_ Sent Thank You notes  
\_\_\_ Paid ALL bills  
\_\_\_ Have participants do evaluation  
\_\_\_ Have organizers/volunteers do evaluation  
\_\_\_ Created a list of changes for next year