

Event Planning Checklist

Initial Planning

- Review Facility Use Policy
- Meet with Advisor (student groups only)
- Form a Committee
- Schedule Planning Meetings

Event Details

- Event Confirmation Received
- Pre-event Meeting with Facility Coordinator Scheduled
- Request for Extended Hours Arranged (early/late access)
- Certificate of Insurance (external groups only)
- Rental Fees Paid (external groups only)
- Event Designation: Open to the Public or Closed Event
- Notification of Cancellation (within 48 hours)
- Registration Table/Materials
- Entertainer/Performer Confirmed
- Entertainment Contract Completed
- I-9 Completed
- Employment Verification Completed
- Emcee Selected and Confirmed
- Notification to the Office of Student Life (student organizations only)
- Advisor Attendance Confirmed (student organizations only)
- Photographer Confirmed
- Media Coverage Arranged
- Copyright Laws (if showing a movie)

Facilities

- Location(s) Selected
- Rain Location Reserved (if applicable)
- Facility Request Form(s) submitted and approved
- Set Up Date/Time Included on Request Form
- Set Up Confirmed (i.e. tables, chairs, stage, trash cans, etc.)
- Tent(s) Needed
- Facility Secured for Rehearsals

Audio/Visual/Lighting

- Equipment Ordered
- Media Center Notified
- Load-In/Load-Out
- Sound Technician Requested
- Sound Check Scheduled
- Additional Power/Lights for Outside Events Requested
- Network/Internet/Phone Access Requested

Accessibility/Special Needs

- Meeting with Disability Support Services
- Wheelchair Access
- Interpreter

Decorations

- Approval of Decorations Secured
- Banners Approved and Work Order Submitted to Request that Banners be Hung
- Tablecloths (Order through Sodexo)
- Other

Food

- Appointment with Sodexo Catering Scheduled
- Menu Selected
- Dining Request Form Submitted
- Set Up Time Included on Dining Request Form
- Catering Tables Included on Facility Request Form
- Alcohol Permit
- Other

Funding

- Budget/Estimate Cost of Event
- Fundraiser
- Apply for SGA Funding (student organizations only)/Approved
- Co-Sponsorships Confirmed
- Admission Fees

Parking/Transportation/Accommodations

- Visitor Parking Permits
- Secured Parking Location for Participants
- Shuttle from Exterior Lots Arranged
- Overnight Accommodations
- Travel Accommodations

Printed Materials

- Programs Ordered
- Directional Signs Ordered and Work Order Submitted to Request Signs Posted
- Signs for Event
- Name Tags

Publicity

- Invitations Created and Distributed
- Flyers Created and Distributed
- Banners
- Signs Posted
- Newspaper Ad

- Marquee
- This Week
- The University Network
- Emails
- Event Website Updated
- List on Other Websites (i.e. Facebook)
- Announcements at RA/Floor Meetings
- This Week
- Table Tents
- Other
- Photo Release for Participants

Security

- Security Reserved
- Crowd Control
- Metal Detector
- Wristbands and/or Hand Stamp

Other

- Giveaways
- Maps
- Tickets and Ticket Takers
- Flip Charts/Markers
- Cash Box/Change
- Water for Speakers
- Evaluation Sheets for Participants
- Concessions
- Approval of Vendors
- Judges (if applicable)
- Recognition (wards, plaques, certificates, etc.)

Event Day

- Check to See that Rooms are Open and Arranged Properly
- Check to See that Equipment is Working
- Reimbursement/Check Ready

Post Event

- Remove all Signs and Flyers
- Clean Up
- Evaluation Forms
- Thank You Letters