

SECTION 2.3

EVENT CHECKLIST

EVENT NAME: _____ DATE: _____

EVENT CONTACT: _____

RESERVATIONS:

- Approval from Advisor **AND** the Director of Student Activities
- Room/Set-Up Request _____ Date Requested: _____
- Transportation _____ Date Requested: _____
- Setup _____ Date Requested: _____
- Media _____ Date Requested: _____
- Band _____ Date Requested: _____

PLANNING: (TO BE COMPLETED BY THE EVENT COORDINATOR ONLY)

- Create a tentative outline for the event
- **Check Budget!** Create a list of needed supplies
- Request Petty Cash at least three weeks in advance
- Delegate responsibilities
- Photographer (yearbook or marketing)
- Food (if necessary)
- Security (if necessary)
- Diagram set-up request for Physical Operations in room reservation
- Van reservation (if necessary)
- Recruit volunteers

MARKETING: (TO BE COMPLETED BY THE MARKETING COORDINATOR ONLY)

- | | | |
|------------------------------|-------------------------------|-------|
| ○ Proof event design/t-shirt | (DEADLINE 1 MONTH to event) | _____ |
| ○ Event t-shirts ordered | (DEADLINE 2-3 WEEKS to event) | _____ |
| ○ Flyers around campus | (DEADLINE 2 WEEKS to event) | _____ |
| ○ Social Media Ads | (DEADLINE 1 WEEK to event) | _____ |

MATERIALS/RECEIPTS/BREAKDOWN:

- Purchase Supplies (At least 3 DAYS in advance)
- Keep track of all receipts
- Assign set-up and take-down crews
- Fill out evaluation
- "Thank You" notes
- Return to organization President upon completion Date Returned: _____