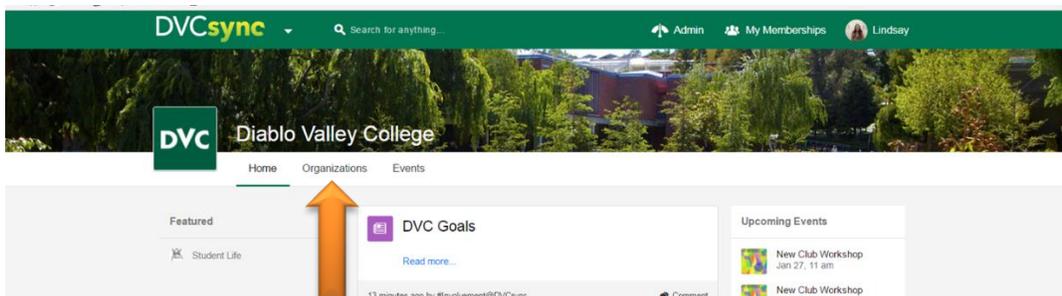
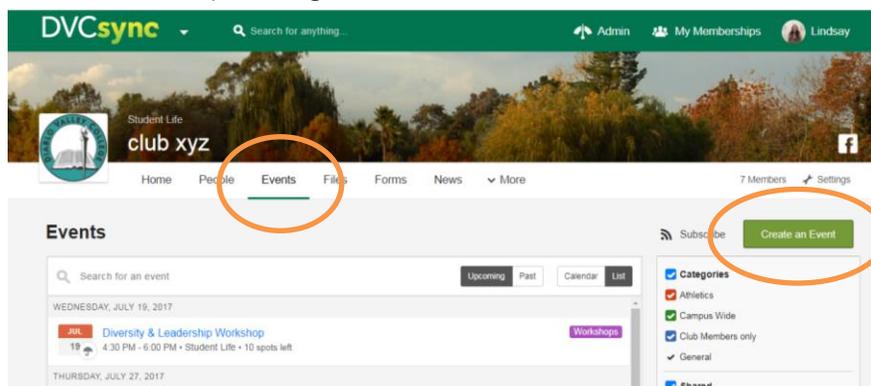


# DVC Club Event Planning Checklist

- Plan event with your club
  - Purpose of event
  - Event name
  - How many people will attend?
  - How long will the event be?
  - Where would you like the event to be held?
  - How would you like the room to be set up?
  - Will you serve food?
    - Food must be served indoors
    - Request price quotes from caterers and other vendors
  - Decorations?
  - Travel times, prices, distance
  - Advisor's time and availability
    - Advisor must be present at the event the entire time
  - What will you do if it rains?
  - How will you fund the event?
  - Club member responsibilities during the event
  
- Submit Event Request Form at least 4 weeks prior to event



- Click Organizations tab
- Select your organization



- Click Events tab
- Select Create an Event
- Complete the form
- If you cannot see the Create an Event button, you do not have permission to submit the form. Request access from one of your club portal administrators (officers)

## Club Event Planning Checklist

- Submit itemized event budget
- Student Activities Coordinator will email the event requester with the forms that will need to be completed and deadlines.
- Meet with the Student Activities Coordinator about your event
- Other potential paperwork that may need to be submitted
  - ASDVC/ICC Funds Request Form: If requesting funds from ICC and/or ASDVC (due 4 weeks prior to event) located under forms tab on DVCsync
  - Cash Handling Form & Training: If handling cash at the event
  - Check Request form: needed for reimbursements or payments -download and complete paper form
  - Conference Attendance Form: If going to an event off campus all attendees will need to submit this at least 1 week prior to the event date
  - Voluntary Activities Participation Form: Liability waiver for on campus events that could be dangerous
  - Student Union Building Use Form: If using the student union please request use of the space using this form. All other rooms will be reserved by the Student Activities Coordinator
  - Image of artwork if there is any
- How will you advertise?
  - Flyers are approved at Student Union Front desk and posted by SLO
  - Clubs may not advertise for events until the Event Approval Memo is sent
  - The Student Activities Coordinator will post the event to the campus event calendar