

## The Office of Student Life

### Event Planning Checklist

The purpose of this Checklist is to be a guide for organizations to think through the planning deadlines and responsibilities. This is only a guide.

Six Weeks to a Month Ahead		Date
	Determine Purpose and Event Plan	
	Develop Budget and Marketing Strategy	
	Determine Meal Needs	
	Connect with Entertainment About Needs	
	Determine Volunteer Needs	
	Pre-Planning Form Done	
	Time Line Created	
Three Weeks in Advance		Date
	Turn in Any Contract Information	
	Turn in Event Request Form	
	Turn in Outside Speaker Form	
	Turn in Publicity Request Form	
	Turn in Purchase Request Form	
	Place Catering Request	
One Week in Advance		Date
	Finalize Your Agenda or Program	
	Give and Confirm Final Staff Assignments	
	Check on Final Payment Arrangements	
Day of Event		Date
	Check Room to Make Sure That all Equipment and Arrangements are in Place	
	Post Directional Signs as Needed	
	Check on food and entertainers special needs	
	Check that greeters are in place with pens, comment cards and promotional material	
	Secure any payments for entertainers due on this date	
	Check that photography is in place, if allowed	
	Check all decorations are in order	
	Check volunteers sign-in is in place	
After Event		Date
	Remind participants to fill out comment cards	
	Secure all pens, materials and monies	
	Check and remove any garbage	
	Check for any damage to area-Report as needed	
One to Two Weeks After		Date
	Send "Thank You" notes to entertainers and/or special guests (including volunteers)	
	Have a meeting to review the event	
	Turn in Event Report Out form	
	Turn in Tier Funding Request	