

Student Organization Event Checklist

Use this checklist as a guide when planning your event

- ☐ **Consider Your Budget**
- ☐ **Choose Your Date(s) Carefully** (Does your date conflict with a major University event such as Family Weekend, Tigerfest, or other large student events).
- ☐ **Meet with Key Members of your Organization** (Ensure the person making the reservation request and others in your organization are in agreement with the key details of your event).
- ☐ **Submit Your Reservation Request** (Check the Space Availability Checker to see if the space required is available on the date you desire).
- ☐ **Room Reservation Confirmation** (Ensure you receive a confirmation that you have the space requested for your event).
- ☐ **Event Agenda and Timeline** (Detail your event and bring copies of riders and Student Activities Entertainment contracts if they are applicable).
- ☐ **Schedule a meeting to plan your event with your assigned Event Manager** (your event must be planned 21 days in advance for major events and 14 days in advance for all other events).
- ☐ **Room diagram / Setup**
- ☐ **Technical Needs**
- ☐ **Admission Information**

Projected attendance: _____

How will the event being marketed? _____

Will it be ticketed? Yes No

Target Audience (List)

1. _____
2. _____
3. _____
4. _____

☐ Audience Profile

Will non University attendees be admitted? Yes No

Have any dignitaries/celebrities been invited? Yes No

If so, who? _____

☐ **Event budget** (Working with your Event Manager).

☐ Detailed budget worksheet finalized?

☐ **Alcohol?** Yes No

☐ If yes: TU Alcohol Agreement completed and approved?

☐ Catering/Food Options

☐ **Student staffing for Large Limited Capacity Events** (Minimum of ten individuals working the event)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |