Event Planning Checklist
Use this basic checklist to assist your group in planning a successful event. Remember, we may not have all of the specifics that your event requires on this sheet, so brainstorm prior to starting your event planning to make sure everything gets covered!

Name of Event: Date: Time: Location:		ADVERTISING Officer in charge:	
			E-mailing Listservs
		Event Purpose:	
			Other forms of marketing
		SHOPPI	·
BRAINS	STORMING		n charge:
	Will the event work?		Supplies needed for your event:
	How many people do you need to make the	_	0.11
	event happen?		D
	Does the event serve a need previously not met		
	on campus?		NapkinsCups
	Do we have the resources to make it happen?		5
			A 11
BUDGE			5 ()()()
	See sample budget planning sheet (attached)		Performer specific items/requestsOther:
SCHED	LILING		O Unier.
	n charge:		•
	Talk with the appropriate room reservation office		
_	 What size room do you need? 		
	 What kind of tech needs do you have? 	WEEK P	PRIOR
	 What can you afford? 	Officer in	n charge:
	Tentatively book a couple of dates		Call reservations and make sure all details are
	Call your performer or vendor (if applicable) and		secured
_	schedule the performance date		Call SAO and make sure all permits have been
	Call the reservation office back to confirm your		signed and are completely ready to pick up
_	date		Call performer and make sure travel
	Schedule a meeting to go over your tech needs		arrangements are secured
	and room set-up		Assign event shifts for group volunteers (set-up,
	Schedule the travel arrangements for your		during, take down)
_	performer (if necessary), including a ride to and		Create any programs or fliers needed at the
	from the airport and/or hotel		event
	Book hotels and/or make dinner reservations for	5.11/.05	
	your performer	DAY OF	
	your periornier		n charge:
PERMIT	S (see Student Group Handbook to determine if you		Pick up performer/vendor and get to performance
need any	of these permits for your event)		site
Officer in	n charge:		Compile performer requests in dressing room
	Food Permit filled out		Arrive early for the event for set-up
	Outdoor Space Permit filled out		Meet vendors at the event and assist with set-up
	Alcohol Permit filled out		Greet guests at the door
	Sound Permit filled out		Have fun!
	Sanitation Permit filled out		Clean up, remember that your reservations
	Sales/fundraising permit filled out		location may have special clean up regulations
	Security Scheduled	ΔFTER ⁻	THE EVENT
	Film License		n charge:
0D =			Send thank you notes to performers and to
GRANTS/FUNDRAISING		J	volunteers who worked extra hard
	n charge:		Do a post-event evaluation (see example
	If you are applying for grants, did you get your	u	· · · · · · · · · · · · · · · · · · ·
	applications in by the deadline?	П	attached) Make sure to pay all bills and turn in all grant
	Have you scheduled an appointment to meet with		paperwork on time!!
	the grant committee?		paperwork on time::
	What measures are you taking to ensure you can	**Don	't forget to keen a list of the people and the phone

pay your performer/vendors up front?

Don't forget to keep a list of the people and the phone numbers that you are contacting throughout your planning. We suggest collecting them on the back of this list