

**MONMOUTH UNIVERSITY**  
**OFFICE OF STUDENT ACTIVITIES AND STUDENT CENTER OPERATIONS**

**EVENT PLANNING CHECKLIST FORM**

To better assist you in planning your event, please complete this checklist. Please bring this checklist with you for your scheduled meeting with a staff member in the Office of Student Activities and Student Center Operations. Please note that this is a guide and additional tasks may be required (particularly for big events).

**EVENT SPECIFICS:**

Title of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Location: \_\_\_\_\_ Time (begin-end): \_\_\_\_\_  
Planner: \_\_\_\_\_ Group: \_\_\_\_\_

**PART 1 – 2-4 MONTHS OUT:**

- Program Idea \_\_\_\_\_
- Budget Proposed - Anticipated Costs \_\_\_\_\_
- Meet with Organization Advisor and/or Executive Board
- Make appointment and meet with Director of Office of Student Activities and Student Center Operations
- Room Reserved - Location \_\_\_\_\_ Time \_\_\_\_\_
- Identify what portions of the event will need to be contracted (DJ, Performers, Sound etc...)
- Identify what other services will be needed
  - Food \_\_\_\_\_
  - Custodial \_\_\_\_\_
  - Police/Parking \_\_\_\_\_
  - Event set-ups \_\_\_\_\_
  - Media center \_\_\_\_\_
  - Tickets \_\_\_\_\_
  - Other \_\_\_\_\_
- Complete Performance Worksheets for any contracted service (obtained when you meet with Director). Don't sign or ask for a contract. A member of student activities or an advisor must ask for this.
- Contract all performers and event services.

**PART 2 – MINIMUM OF ONE MONTH OUT:**

- Meeting with student group - obtain feedback on ideas generated through Part 1
- Do an initial logistics meeting with essential individuals in group
- Book hotel (if applicable) - Hotel \_\_\_\_\_ Confirmation Number \_\_\_\_\_
- Review Performance Contracts (if applicable). Are there additional services based on the contract to negotiate and/or provide
- Confirm and order services as per advisement of Director
  - Food \_\_\_\_\_
  - Custodial \_\_\_\_\_
  - Police/Parking \_\_\_\_\_
  - Event set-ups \_\_\_\_\_
  - Media center \_\_\_\_\_
  - Tickets \_\_\_\_\_
  - Other \_\_\_\_\_
- Develop a timeline for night of events
  - Doors Open \_\_\_\_\_
  - # Workers Needed \_\_\_\_\_
- Develop marketing/advertising campaign
- Process contract for payment (through Office of Student Activities, if applicable)

### **PART 3 – TWO – FOUR WEEKS OUT:**

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- Purchase any additional needs from performance contracts. \_\_\_\_\_
- Have all advertising started on campus. List three advertising methods below:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- If tickets are being sold. - From \_\_\_\_\_ Cost \_\_\_\_\_
- Obtain volunteers
- Review budget. Is the event falling on target?

### **PART 4 – TWO DAYS – TWO WEEKS OUT:**

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- Refresh all advertising methods
- Call performers/agent to finalize all arrangements
  - Arrival Time \_\_\_\_\_
  - Exchange Emergency Contact Info \_\_\_\_\_
  - Anything else performer mentioned of note \_\_\_\_\_
- Develop a tasklist/checklist/timeline for day of
- Verify all contracts have been processed for payment
- Gather all requests/work orders into one central location for easy access

### **PART 5 – BEFORE THE SHOW DAY OF:**

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- Check in with Student Activities and Student Center Operations - last minute questions
- Pick up check(s) for performers
- Do a walk-through of all locations (dressing room/performance/event areas)
  - Room arrangements set
- Meet performers/contracted performers. Get them situated. Do they need anything?
- Double check all service orders and verify completed (introduce yourself to custodial, police, etc...)
- Complete Sound check if necessary
- Obtain an introduction from performer
- Meet with Volunteers - do a run-through of event (clarify roles)

### **PART 6 – DURING THE SHOW:**

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- Introduce the performer
- Have a runner by performance area for last-minute performance needs
- Do a sweep of the venue area - make sure everything looks good

### **PART 7 – AFTER THE SHOW:**

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- Pay the performer
- Return the venue back to the way you found it (clean-up, etc...)
- Thank your performers, service people, volunteers, etc...
- Complete post-event evaluation
- Complete a budget review of event
- Follow up with Student Activities and Student Center Operations - let us know how it went.