

CLUB EVENT CHECK LIST

CLUB: _____

PROGRAM: _____

DATE: _____

TIME: _____

LOCATION: _____

Room Reservation Form:

3 Weeks in advance

- Form completed
- Room confirmed _____
- Police notified
- Facilities notified
- Media notified

Physical needs: please attach a diagram of the requested set-up.

- ☐ Tables _____
- ☐ Chairs _____
- ☐ Podium
- ☐ TV, VCR
- ☐ Microphone(s)
- ☐ Sound system
- ☐ Overhead projector/screen
- ☐ Easels

Food & Decorations

- Food ordered
- Food purchased
- Paper goods-napkins, plates, cutlery, tablecloths, etc.
- Decorations-flowers, candles, etc.

Publicity

- Ad in ETC newspaper
- Advisor e-mail campus
- Student e-mail
- Flyers ordered/made
- Flyers distributed
- Banner ordered
 - Banner hung
- Electronic sign in the PIT

Fundraiser Form

2 Weeks in advance

Final report with a deposit slip from the business office is due to Student Life 3 days after the event

- Form completed
- Advisor request cash box if necessary
- Fundraiser approved
- Money deposited into the club account.
- Final report completed-attach copies of deposit slip and any expense receipts.
- Reimbursement requests completed

Vendor Needs:

- Invoice requested/received
- W-9 Form(**2011** version on file)
- Vendor Check Request completed

Event needs

For a guest speaker/performer

Set Up Time: _____

Clean Up Time:_____

Speaker Intro:_____

- Easel and sign
- Water, glass, pitcher
- Than You Note written

Miscellaneous

- If travel is involved in your plans, please make an appointment with your liaison as soon as possible.

Notes:

[illegible]

Additional Info:

- [illegible]