



Campus Event Planning Checklist

Fill out this checklist before you begin planning your event so that you'll have the information on hand. Don't worry if you don't know the answers to some of these questions right now - just keep them in mind as you're going through the planning process. Provide this plan along with facility requests.

Basic Information

Event Name:	
Event Date/Time:	
Event Location:	
Speakers or Special Guests:	
Expected Attendance:	
What other events are scheduled on campus at this time?	

Physical Needs

Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.?	
If so, what do you need?	
How many do you need?	
How would you like to have them arranged?	
Will you be serving food or beverages?	



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Do you expect any guests with special dietary needs?	
Will you use an outside vendor?	
Will you need any audio/visual equipment?	
If so, what equipment will you need?	
Will you need Internet or phone service in the room?	
Will you need someone to help you run the equipment?	
Will your event attract media requiring a multibox, platform or special seating?	

Preparing the Room

Will you need to have the room cleaned? Before, afterwards, or both?	
How complicated is your set-up? Will you need to reserve extra time to accommodate for it?	



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Is your event on the weekend or after-hours?	
If so, will you need to hire campus police?	
Will you need to have someone unlock the room?	
Will you need heating/air conditioning?	
Guests	
How will your guests learn of the event?	
What parking accommodations will your guests need?	
Will you need to arrange travel to/from the university?	
Will you be giving out gifts to your speakers and/or attendees?	
Will you need to print up nametags for your guests?	
Are you expecting guests with disabilities?	



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If so, what special accommodations need to be arranged?	
Publicity	
Is your event going to be private?	
If so, will you need to print up invitations?	
Will you need to hire a photographer?	
Is your event going to be public?	
If so, could your event have potential for announcement placement in new calendars?	
Have you reviewed your event with the facilities committee or Athletic Director (if using field or gym)? Does this event need to be communicated with the College President?	
Will you need to print up flyers or advertising posters? Who will make the flyers and when will they be posted	



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Extra Notes

Comments:

Potential Issues:

Budget Planning

How much funds are required for this event? What is the cost of supplies, food, security and cleaning fees, etc.?

Has the budget been approved by the Club Board/ASO Board?



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<p>When will check requisitions be made?</p>	
<p>If selling tickets, what procedures will be made to monitor the sale of tickets? Who will collect funds?</p>	
<p>When will funds be allocated to Business Office? By whom?</p>	



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ANTICIPATED INCOME

Admission Fee:

Donations:

Grants:

Other Income:

FEES	DESCRIPTION OF SERVICES	ESTIMATED \$	ACTUAL \$
Facility Services			
Publicity			
Supplies			
Rentals			
Deposits			
Travel			
Lodging			
Catering			
Security			
Vendor			
Other:			

Notes: 	Estimated Total: 	Actual Total:
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Evaluation

Name of Event:	Date of Event:
Location(s) of Event:	Event Budget/Actual:

1. What were your event goals/objectives?
2. Were these goals accomplished? Why/Why not?
3. What problems did you encounter? How was it resolved?
4. Did you have enough volunteers to execute the event?
5. How could you better prepare in the future?
6. Are you going to continue this event? Why/Why not?
7. What changes would you recommend for the future?
8. List all names and contacts of event resources.