

## Cascadia Student Life Event Planning Checklist

Once your program proposal is approved, fill out this form by inserting the correct dates in the blanks. Write the date you complete each task in the box next to the description. For tasks that do not apply to this event, write "N/A." Keep the final filled out copy in your legacy binder.

Programmer Name:
Position:
Is there a co-sponsor for this activity/event? If so, who?

### EVENT INFORMATION

Title of Activity/Event:		
Date:		Begin Set up/End Clean up Time:
Location:	Back up location:	

Remember to get itemized, original receipts/invoices for all purchases. Do not purchase anything without prior approval.

### FIVE OR MORE WEEKS BEFORE EVENT - DUE BY \_\_\_\_\_

Brainstorm programming ideas		Determine the student needs/interests the program will serve
Define specific goals and learning outcomes of program (cultural, educational, social, community service)		Determine how this program meets your groups mission
Consider the success of past programs like this		Determine budget for program including any outside or co-sponsored funds
Be realistic: Do you have enough time, budget, and etc. to make this event successful?		Ensure hosts, VIPs, and/or speakers are available for specified dates
Ensure event does not conflict with other events		Identify co-sponsors and collaborators
Turn in program proposal		

### FOUR TO FIVE WEEKS BEFORE EVENT - DUE BY \_\_\_\_\_

Submit budget request to Student Life		Add event to campus calendar, other calendar
Request rider to confirm if artist/performer needs can be met		Divide responsibilities between self, counterpart, team, collaborators
Work with student life to contract with outside		Develop and submit floor plan to student life
Submit food/light refreshments form		Reserve AV equipment and other tech needs
Reserve event space, rain backup, green room, reception, work with student life to do this		Develop and request marketing plan (print, social media, tabling, teaser)
Consider risk management, AV capabilities, maximum capacity, impact of nearby events, accessibility, space access time, load-in/delivery capability, access to		

### THREE TO FOUR WEEKS BEFORE EVENT - DUE BY \_\_\_\_\_

Follow up and complete payments or contracts		Promote on social media, including making
Follow up and make sure food form is approved; after approval, order food considering dietary restrictions		Finalize poster and post in CC1/CC2/CC3/FFT
Submit TP Times, S'more info to Student Life		Hang banners on bridges and garages
Email professors and encourage class attendance at event		Follow up with co-sponsors

**TWO TO THREE WEEKS BEFORE EVENT - DUE BY \_\_\_\_\_**

Coordinate any hospitality needs for performers	Ensure food is secured and all paperwork is
Confirm floor plan and make changes if needed; consider event flow	Create volunteer signup with specific shifts; include breaks so volunteers can enjoy event
Order any additional equipment needed: chairs, tables,	Edit information on campus calendar as needed
Confirm access time to space for set up and tear down	Contact Campus Safety for security needs
Double check contract rider; buy additional supplies	Hang banners on bridges and garages
Buy supplies to replenish any that may be used (plates, napkins, disposable silverware, disposable tablecloths,	Review decorations needed, purchase if not already in storage closet/bins
Create event timeline with time each element of program starts, including when food, vendors, and volunteers arrive	Create volunteer list: photographer, ticket-taker; coat check; concessions; security for doors, stage, prizes, green room; load-in/out; MC; host for performer; greeter; photobooth;
Invite Uwave if needed	

**ONE WEEK BEFORE EVENT - DUE BY \_\_\_\_\_**

Confirm performers and travel arrangements; communicate to performer and agent	Revisit risk management plan; create worst-case scenario
Increase advertising on campus	Develop plan for green room decoration/supplies
Print waivers as necessary	Prepare speaker introduction
Complete assessment tool and decide how to administer it	Increase advertising on campus
Reserve materials needed for event: sandwich boards, cart, decorations, PA system, etc.)	Create signage for doors, directions, welcome, day of event
Acquire and deliver parking passes for performer and	

**ONE DAY BEFORE EVENT - DUE BY \_\_\_\_\_**

Pick up final materials, supplies, food	Pick up vendor check/payment
Load cart with all materials, decorations, plates, cups, napkins, cutlery, knives, platters, beverage dispensers, blue tape, pens, markers, scissors, extension cords, gaff	Confirm all materials/equipment will be delivered as expected, especially food
Prepare performer welcome pack and green room	Prepare sandwich boards that need to be posted
Prepare clipboards/binders with necessary papers: agendas, photo releases, waivers,	Second to last chance for marketing push (tabling, classroom whiteboards, social media)

**DAY OF EVENT - DUE BY \_\_\_\_\_**

All volunteers and staff wear event day t-shirts	Final marketing push (tabling, classroom whiteboards, social media)
Place sandwich boards	Arrive early for set up/decorations
Take event cart to event space	Decorate outside first, then work inwards
Make sure volunteers are in assigned places	Water for performer
Walk through event space to make sure it meets floor plan, accessibility, event flow, all equipment food is	Keep event on time based on timeline
Monitor volunteer schedule, volunteers, and their needs	Do assessment

**AFTER EVENT - DUE BY \_\_\_\_\_**

	Thank volunteers		Team check-in immediately after event is over
	Make sure all equipment and decorations are packed up and trash is thrown out; space should look just as it was found		Return all materials/supplies/equipment to correct office and put them away (no later than noon the next day)
	Return all receipts for office credit card or for		Return rented equipment to vendor
	Pay outstanding balances		Pack up sandwich boards
	Upload photos to Facebook and Instagram		Take down posters and banners within two days
	Complete event evaluation and assessment		Finalize expenditures and ensure that event was within budget
	Send thank you notes to performers/speakers, volunteers, co-sponsors, and outside funding sources within two days		Collect receipts, forms, program proposals, flyers, receipts, vendor contact info, assessment and place into legacy binder and copy to computer

Completely fill out this sheet and turn in along with the event evaluation within a week of the event completion.

Due by:	Date Received:	Received by:
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