



Alumni off Campus Event Checklist

When planning an Alumni event off campus, there are many things to keep in mind. The Alumni off Campus Event Checklist is provided as a guide to help in the planning of a successful event.

Registering your Event with VUAA

At least 12 weeks in advance, register your event through [Villanova University Alumni Association \(VUAA\) Event Proposal Form](#). Please allow 7-10 business days for the event to be reviewed by University Advancement leadership. Your Alumni Relations liaison will contact you should there be any questions or concerns about your event details prior to approval. Once approved, a VUAA staff member will reach out with next steps for event preparation and marketing. If you plan to charge guests a fee to attend this event, please make sure to prepare a [Budget Worksheet](#).

***If your event is not registered at least 12 weeks prior to the event date, the event may not be supported by VUAA.**

When you register your event, you will be asked the below details.

- Chapter/ group name
- Event type
- Event name
- Event date
- Start and end times
- Location, location telephone number, location website (if available)
- Directions (if available)
- Parking information (if any)
- Event details
- Price to attend?
- If yes, pricing
- Expected attendance, Maximum attendance
- RSVP by date
- Supplies needed (if any)
- Event coordinator name, class year, email, telephone number
- Contact information to list on website

Contracts

When planning your off campus Alumni event, there are typically contracts that are provided by the venue, caterer, entertainer, etc. All contracts for your registered event need to be sent to VUAA as soon as they are received for review prior to being signed. A contract can be in the form of an agreement, invoice, menu, etc. that lists terms and conditions.



Please note that the below are not required for Alumni events such as sports games where the group purchases ticket blocks or discount tickets (e.g. Villanova Night at the Stadium: Giants vs. Dodgers) or networking events with a cash bar (e.g. Charlotte Chapter Alumni Panel Discussion and Networking Event).

Venues

Depending on your event, the venue may or may not provide a contract. If the venue provides a contract, Villanova's Risk Management in partnership with University Advancement will review and add Villanova's requirements, including insurance requirements.

If your venue will be serving food and/ or alcohol and did not provide a contract or any documentation that lists terms and conditions, the [Villanova University Insurance and Indemnification Statement for Caterers- Off Campus](#) (Statement) needs to be secured from the venue. If your venue did not provide a contract and will not be serving food and/ or alcohol, nothing additional is required from the venue.

- ☐ Sent venue contract to VUAA for review.
 - o Date: _____
- ☐ Provided the venue contract with Villanova's terms and conditions to caterer OR in the absence of a contract and if the venue will be providing food and/ or alcohol, provided the Statement to the venue. *Communicated to the venue that an insurance certificate needs to be provided with the signed contract or Statement.*
 - o Date: _____
- ☐ Received the contract or Statement signed by the venue.
 - o Date: _____
- ☐ Received the insurance certificate from the venue.
 - o Date: _____
- ☐ Sent the contract or the Statement signed by the venue and insurance certificate to VUAA.
 - o Date: _____
- ☐ If necessary, requested revised insurance certificate from the venue.
 - o Date: _____
- ☐ Received confirmation from VUAA that the contract or Statement signed by the venue and insurance certificate are approved.
 - o Date: _____

Caterers

Caterers will typically send a contract or other document listing terms and conditions. When VUAA receives the contract from you, it will be reviewed to add Villanova's requirements, including insurance requirements.

If your caterer did not provide a contract or any documentation that lists terms and conditions, the [Villanova University Insurance and Indemnification Statement for Caterers- Off Campus](#) (Statement) needs to be secured from the caterer.

- ☐ Sent caterer contract to VUAA for review.
 - Date: _____
- ☐ Provided the caterer contract with Villanova's terms and conditions to caterer OR in the absence of a contract, provided the Statement to the caterer. *Communicated to the caterer that an insurance certificate needs to be provided with the signed contract or Statement.*



Date: _____

- ☐ Received the contract or Statement signed by the caterer.

Date: _____

- ☐ Received the insurance certificate from the caterer.

Date: _____

- ☐ Sent the contract or the Statement signed by the caterer and insurance certificate to VUAA.

Date: _____

- ☐ If necessary, requested revised insurance certificate from the caterer.

Date: _____

- ☐ Received confirmation from VUAA that the contract or Statement signed by the caterer and insurance certificate are approved.

Date: _____

Alcohol

Although state liquor laws vary greatly, all events involving the sale of alcohol are required to have a liquor license or permit. The sale of alcohol includes, but is not limited to, the group/ attendees paying for alcohol consumed at the event, charging attendees a price to attend the event, asking attendees for monetary donations (for Villanova or any third party) to attend the event even if the donation is not required to attend. The liquor license/ permit will be held by the entity serving alcohol, either the venue or caterer.

- ☐ Requested a copy of the liquor license from the appropriate party.

Date: _____

- ☐ Provided the copy of the liquor license to VUAA.

Date: _____

*You must notify VUAA if you are having a Bring Your Own (BYO) event or an event where an individual not affiliated with the venue or caterer is providing/ serving alcohol when you register your event as there are additional considerations for these events.

Transportation

If you will be providing transportation through a privately owned car, bus, or motor coach company for your event, the name of the transportation company and its US DOT number (which can be provided by the transportation company) needs to be provided to VUAA. Villanova will need to research the company's safety rating in order to determine if the company meets Villanova's [Transportation Requirements](#). Once the review is complete and the company meets Villanova's requirements, the company will need to provide a signed [Transportation Rider](#) and an insurance certificate evidencing the requirements on the Rider. In addition, attendees may be required to sign a waiver.