## **Chronological Event Planning Checklist**

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Name of Event:			Brief	Description:					
Date of Event:	T	ime:	am/pm to		am/pm Location:				
Open to Non-WU	Community: Yes _	No	Attenda	nce:		Overall Cost:			_
Alcohol Served: Y	'es No	Outside	Noise Amplificat	ion? YE	S times:	_ am/pm to	am/pr	m NO	
Sponsoring Organ	izations:						Today's	Date:	
Beginning of Se	emester						Date	Complete	ed By
0 0	Tasks to Accom							•	•
	At least 2 member	ers of your orga e alcohol at an		ed to attend an	alcohol training w	vorkshop in ord	der		
	to nave	c alcorlor at an	y events						
	Publicity		/ 11		6.11				
	List your event in	the student pl	anner (must hap	pen in the spri	ng of the year pre	vious)	_		
6 Weeks or MO	RE Before Event	t							
	Initial Planning								
	Meet with Studen Select ideal date,			at and abook a	vents calendar at	enark wuetl o			
	Review appropria					. spark.wusii.ei	uu		
		, ,	,	, ,	,				
	Budget Assess your budg	not and decide	amount to allot	for event					
	Figure out ways t				lonations. SU. etc	;.)			
	Explore co-spons					,			
	Contacts or Arra	angomonto to	Maka						
	Contact artists an			ina for vour ev	ent				
	Choose the perfo	ormer you wou	d like, acquire a	contract, rider	, and technical rid				
					ces you would lik	e them to prov	ide such		
			dia groups, mee			hac			
	Discuss the rider with performer and determine what hospitality items you will need  Discuss the terms of merchandise sales (who sells, how profits will be divided)								
	Recruit event stat	ff and assign d	luties		•				
4 Weeks or Mor	re Refore Event								
4 Weeks of Wo	Space Reservati	ions							
	Reserve the space	ce(s) you want							
					f-campus location		ıy		
		krodt and Woh		inderpass, Oai	Walk, dining loca	ations,			
	Meet with departr			-common spa	ce you need				
	Location	Contact	Location		Contact	Loca	tion		Contact
	Academic Buildings Architecture	x 6205	Event Services Graham Chapel	Prince #6	x 5234	Alumn	i House c Complex		x 5277 x 4553
	Arts and Sciences	x 6820	Holmes Lounge	Prince #7		Camp	us Y		x 5010
	Business School Engineering	x 5770 x 7974	Gargoyle Mallinckrodt 100 A	McMillian Cafe Rettner Catering	Kitchen	Edisor Hillel (	n Theater Center		x 6564 x 9044
	Grad ArtSci Knight Center	x 6821 x 4731	Lambert Lounge Umrath Lounge	Retner Gallery	rmal Lounge & adjoining		of Student Activ		x 5994 x 5050
	Law School University College	x 6483 x 6720	Shoenberg Gallery		go & dojoning		Residential Life		x 8828

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Weeks or More Continued	Date Completed By:
contacts or Arrangements to Make	Date Completed by.
Inform WUPD of the time/date, location, event, and if it will exceed 50 participants or serve alcohol	
Contact B & D Security for an event larger than 50, an event with talent, or an event with alcohol	
Decided what types of services you need for your event and contact Aramark, Top Care,	
Maintenance, Bon Appetit, on-campus equipment providers, outside vendors,	
as appropriate (a list of preferred vendors can be acquired in the Student Union office	
or in SIL). Collect price quotes.	
Decide what type of sound, lighting, staging, projectors, etc may be needed	
Contact Media Services (x 7427) or outside vendor if not available	
Contact Student Involvement and Leadership (SIL) and fill out proper paperwork for events with	
alcohol, event registration, contracts, etc.	
Arrange for transportation and hotel if needed	
Set the performance time, or schedule if there is more than one performer	
Reserve a location for hospitality of performer (this may be a dressing room)	
Assign responsible contacts for event	
Tasks to Accomplish	
Review contract, make any noticeable changes to the agreement you made with contractor	
Design any items you might need such as fundraising items, graphics, decorations, banners,	
t-shirts, etc.	
Order any items that will need to be shipped or processed such as t-shirts, stickers, prizes, etc.	
Reserve a space to sell items (if needed)	
If needed, print up tickets for your event	
Reserve a space to sell tickets	
Publicity	
Ask for a press packet to promote event, update the website, register the event on Spark,	
word of mouth, print t-shirts (either professionally or via iron-ons)	
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0 Days or MORE Before Event	
Contracts and Payments	
Give copy of contract to SIL and sign-up for a time to meet with a staff member	
Meet with SIL Staff Member and pick-up signed contract	
Submit a financial request for each vendor/performer/speaker/food service provider, etc.	
(purchase order with contract to funding source (Student Union Business Manager)	
Mail contract back to vendor and keep a signed copy for your student group files	
Pick-up check from files near Student Union business manager's office	
Notify each contractor of their purchase order number or give performer/vendor/artist	
check upon receipt of services (Document on Vender and Services Detail form)	
Fill out and turn in expense report for student group services	
Purchase hospitality items and other supplies needed (tape, markers, etc.)	
Order Wristbands from SIL for event	
Confirmations	
Confirmations	
Schedule when you will sell tickets or fundraising items and who will sell at what times	
Confirm all services are contracted and planning to attend  Arrange and confirm delivery and pick-up times and locations with each vendor or	
student groups providing services	
Arrange for a meeting time with performer/artist (will this be on campus,	
do you need to pick them up at hotel, etc.)	
Confirm performance time and other logistics with the talent; Mail contract back to vendor	
Make Contact List and Staffing Schedule	
mano common flor and comming companies	
Publicity	
Post flyers and put in res. hall mailboxes, table in Mallinckrodt and Wohl,	
send press releases to student media groups, send email blast reminders, list event on	
campus events calendars such as Red Alert and The Link, take out a Facebook	
announcement, word of mouth	

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Week of Event or Before		Date Completed By:
	Tasks to Accomplish	. ,
	Order wristbands for event through SIL.	
	Purchase hospitality items (follow refreshment requirements on contract rider if applicable).	
	Pick-up a cash box Make chart to track sales	
	Pick-up any keys/confirm card access to anywhere you will need to access (Event Services)	
	Sell your items and deliver them to purchasers if applicable	
	our your terms and deriver them to parenasers if applicable	
	Arrangements to Make	
	Meet the vendor to make sure arrangements are in order	
	Arrange a meeting with Washington University Police Department (WUPD), SIL, and	
	other vendors, as appropriate to go over event plans and security needs.	
	Dublicity	
	Publicity Paint the Underpass, hang banners in Mallinckrodt, Wohl, or Oak Walk (Bring to Event Services on	
	Tuesday before 5pm)	
	Place table tents in dining locations (After approval)	
	The state of the manning results of the spipe ran	
2 Days Before E	vent	
-	Tasks to Accomplish	
	Make a schedule of expected deliveries that includes a list of contact numbers in case there are	
	problems (May use SIL Vendor and Services Details form).	
	Make a staffing schedule and contact list	
	Pick-up wristbands	
	Purchase necessary supplies (tape, markers, napkins, plates, nametags, etc.)	
Day of Event		
2u, 0: 2:0:::	Tasks to Accomplish	
	Put hospitality items in greenroom or hospitality location	
	Meet with someone from each service provider to go over what you want them to do	
	Meet vendors to make sure plans are in order	
	Meet vendor to make sure everything is set-up and taken down properly	
	Work with sound, light, and staging crews to make sure set-up is smooth	
	Meet performer/artist in advance of show to make sure everything is in order	
	Meet your deliveries Brief your staff and security about how the event will go and what to expect	
	Set-up your event area, including various entrances if required (including wristbands)	
	Post signs directing people to your event, to restrooms, and other necessary points	
	Clean-up	
As Soon After th	e Event as Possible	
	Return any keys or cards, as well as anything borrowed or rented	
	Fill out and turn in expense reports if renting a space with a fee	
	Fill out and an expense report and give Edison Theatre a PO for ticket revenues Confirm that everyone has been paid (artists, vendors, etc.)	
	Deposit any fundraised money into your student group account	
	Write an evaluation of the event for future reference	
	Organize your records	
	Send Thank You cards as appropriate	
	If event had alcohol, meet with a SIL advisor to complete the mandatory debriefing meeting	