STUDENT ORGANIZATION EVENT PLANNING CHECKLIST

Student Organization: _____

INITIAL PLANNING: PROGRAMMING

Person Responsible: _____

- ☐ Consider what your goal is for this event.
- ☐ Consider the best format for the event (panel or single speaker, lunchtime or evening, etc.).
- ☐ Consider inviting a faculty member to be included in the event (introduce speaker, moderator for panel, participate on panel, etc.).
- ☐ Are there other student organizations that could co-sponsor your event?
- ☐ If the event is a conference or symposium, will you be offering MCLE credits?
- ☐ Have you contacted administrative resources for input? (S&DS, Development, CPDO, Alumni Affairs)
- ☐ Have you reviewed the Student Organization Guide?

BUDGETING

Person Responsible: _____

- ☐ Create a budget including estimated expenses and income.
- ☐ Submit budget a request to SBA at the Budget Hearing meeting.
- ☐ Verify with your organization's Treasurer the amount allocated for the event from the SBA.

LOGISTICS

Person Responsible: _____

- ☐ Choose a date – make sure to check the CWSL Online Calendar for possible conflicts.
- ☐ Submit the Student Organization Event Approval Form to Student & Diversity Services.
- ☐ Once the event has been approved, request a room via the Online Room Booking Form.
- ☐ Submit room set up request (tables, linens, trash cans, etc.) to Facilities@cwsl.edu at least two weeks prior to event.
- ☐ Submit A/V needs (computer, projector, screen, microphones, etc.) to AudioVisual@cwsl.edu.
- ☐ Food or beverages to be served? Review the Student Organization Guide.

PUBLICITY / ADVERTISING

Person Responsible: _____

- ☐ Submit event information for the CWSL online calendar to StudentServices@cwsl.edu by 5:00P on Fridays.
- ☐ Post event information to student organization's Facebook page.
- ☐ Create poster to place in 350 Lobby and obtain approval sticker from Student & Diversity Services.

SHOPPING

Person Responsible: _____

- ☐ Necessary items for events may include plates, cups, napkins, and serving utensils.

BEFORE EVENT (preferably two weeks prior)

Person Responsible: _____

- ☐ Confirm room reservation.
- ☐ Confirm room set up, including A/V needs.
- ☐ Confirm food order.
- ☐ Confirm speaker and any needs they may have.

DAY OF EVENT

Person Responsible: _____

- ☐ Arrive early to set up.
- ☐ Make sure to have contact information for all parties involved with the event.
- ☐ Recruit a volunteer to arrive early to assist with food delivery and/or set up.
- ☐ Recruit a volunteer to assist with post event cleanup.

AFTER EVENT (preferably next day)

Person Responsible: _____

- ☐ Compile all receipts and guest sign in – put in envelope for student organization Treasurer.
- ☐ Submit Student Organization Reimbursement Form within 60 days to student organization Treasurer (see Student Organization Guide).
- ☐ Send a thank you note to speaker(s) and/or volunteers.
- ☐ Make a note of what worked, what didn't work, and any other issues that may have come up.