

Event Planning Checklist

Event: _____

Chairperson/Contact: _____ Phone: _____

Advisor: _____ Phone: _____

Date: _____ (Check Student Activities calendar)

Time: _____ Location: _____

If outside, rain location: _____

BEFORE THE EVENT

Date Completed

I. Check budget _____

II. Check university calendar _____

III. Space Reservation (<http://splus.southwestern.edu/SP/xpress/XpressWho.asp>)

* - Done at least 10 days in advance

Room/ Hall: _____ Date reserved: _____

Time: _____

Physical Plant: Tables: _____ Chairs: _____

Stage: _____ Electrical needs (Need 10 days notice): _____

Sound system Audio/Visual Services: _____ Date reserved: _____

Alcohol event form completed (if needed) _____ Date completed: _____

Misc. (Extra lighting rented, garbage cans, etc.): _____

IV. Visit Student Activities for Performer Contract/Insurance and Payment _____

(Done at least one month before the date of event)

V. Purchase necessary supplies _____

VI. Publicity

Date Due

Date Run

1. Print Media

a. Posters _____

b. Campus paper _____

c. Campus Notice/ SU-Students _____

d. Flyers _____

e. Table tents _____

f. Online Calendar _____

g. Banners _____

h. Promo table in Concourse _____

i. Email _____

j. Other (_____) _____

2. Radio/TV _____

DAY OF THE EVENT

Completed

I. Check room set-up

II. Refreshments

III. Decorations complete

IV. Check picked-up/mailed

V. HAVE FUN

AFTER THE EVENT

Completed

I. Clean up

II. Surveys/Assessment

III. Evaluation (include budget)

IV. Receipts turned in

V. Make sure all payments are made

VI. Send thank you notes
