Event Planning Checklist

Event: _____________________________________
Chairperson/Contact: _________________________  Phone: ___________________
Advisor: ___________________________________      Phone: ___________________
Date: ______________________________________ (Check Student Activities calendar)
Time: _____________________ Location: _____________ ____________________
If outside, rain location: __________________________________

BEFORE THE EVENT

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 __________  __________
DAILY OF THE EVENT
I. Check room set-up
II. Refreshments
III. Decorations complete
IV. Check picked-up/mailed
V. HAVE FUN

AFTER THE EVENT
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