

# ***EVENT PLANNING CHECKLIST***

for Student Organizations

Initial/  
Date

## **4-6 Weeks Prior to Event**

**ATTEND:** The Student Activities Office workshop titled “Planning the BIG Event.” Student organizations that want to plan events are required to send at least one member to this workshop every year. This workshop is offered at least twice each semester. Check the Student Activities Office website for the workshop schedule.

**RESERVE:** Events space must be reserved in advance. Space may be reserved by logging on to the WebViewer at <http://venus.plymouth.edu/> and clicking on “My Requests”. If you have questions regarding a reservation, stop by and speak with the HUB Administrative Assistant or call x52376.

**MEET:** Meet with you advisor to talk about this event, and make an appointment to meet with the Assistant Director for Student Activities Programming. Come prepared with details about your event and questions about how to proceed.

**AUDIENCE:** Consider your audience. Who are you targeting to attend? Do you anticipate protests/controversy? How will you plan for safety of all involved.

**BUDGET:** Create a budget. Make sure there is enough money for all production and performer expenses. Work with your advisor and the Student Activities Office to create a realistic budget.

**FINANCES:** Notify Student Accounting about your event, especially if you need to make any purchases. **Save all receipts** and have your treasurer process all payments.

**CONTRACTS:** Be careful not to verbally commit to any performer without first consulting with your organization’s advisor and with the Student Activities Office. Only the Director of the HUB is authorized to sign contracts. Contracts can take several weeks to process, depending on the amount of the contract and the nature of the event. **Request a contract at least 4 weeks** (6 weeks recommended) prior to your event date to insure timely processing for payment on the day of the event.

### ***IS THIS EVENT A FUNDRAISER? If so ...***

- Fundraisers must be approved by the Student Activities Office and the Student Accounting Office.
- See “Fundraising Guidelines for Student Organizations” for further details

**UNIVERSITY POLICE:** Depending on the event, you may need to have university police officers on duty. You will most likely learn whether or not this is necessary through your reservation or conversations with the Student Activities Office. Most concerts and events you attend have a security or police detail, so it is imperative that you contact University Police early in the process. Based on the type of event, the venue, and the expected attendance, they will let you know if you need to have a police detail, and if so they will provide you with an estimated expense for this detail. **Contact Lt. Chierichetti with University Police at ext. 2330 before finalizing the contract (to insure you have budgeted enough for policing) 4 weeks prior to your event.** *Failure to contact University Police and determine your policing needs well in advance of your event may result in the cancellation of the event.*

**HEALTH AND SAFETY:** If your event involves elements that could be hazardous to health, safety, or the environment (i.e. – fireworks, smoke or fog machines), you must contact the Environmental, Health & Safety Coordinator, Tammy Hill at 535-2409. She decides if precautions can be taken to insure a safe event, or if the event or elements of the event must be cancelled. You will most likely learn whether or not this is necessary through your reservation or conversations with the Student Activities Office.

**EVENT APPROVAL!** If you’ve completed the above items 4 weeks prior to your event, then your event is approved and the Student Activities Office will sign on the line to the left. Proceed down the list!

## **4 Weeks Prior to Event**

**PUBLICITY:** Brainstorm creative publicity ideas! Event advertisement should be posted at least two weeks in advance, and groups should consider multiple advertising methods. Refer to the posting/banner, table tent, and distribution policies to know in which areas you can post, how long postings can be up, and how to obtain approval. This information is available in the Student Activities Office and on the HUB/SAO website.

## **3 Weeks Prior to Event**

**EQUIPMENT and SET-UP:** Order the necessary chairs, tables, sound equipment, lights, or audio/visual aids. You may list the items you will need on the WebViewer request page. There is a link to the ITS MultiMedia request page on the Web Viewer, or you can access via the Computing Resources channel in the

Updated 5/26/2009

[myPlymouth portal](#) or by writing [itsmedia@plymouth.edu](mailto:itsmedia@plymouth.edu). For sound and lighting in the Hartman Union, you must meet with the Hartman Union Administrative Assistant or Associate Director. *Failure to complete the set-up information 2 weeks in advance may result in the cancellation of the event.*

**FOOD SERVICE:** Coordinate catered meals or snacks from Sodexo through Phil Atkinson in Student Accounting, x2362. All on-campus food must be purchased through Sodexo, this includes food items for fundraisers. For more details, consult the “Guidelines for Purchasing Food” information on the SAO website under ‘Policies and Guidelines’.

**TRANSPORTATION & LODGING:** Arrange car and van rentals and lodging for performers by contacting the Student Accounting Office at x2362.

### **2 Weeks Prior to Event**

**PARKING & TRAFFIC:** Request parking passes for performer and equipment vehicles by speaking with the HUB Administrative Assistant.

**VOLUNTEER/WORKER LIST:** Prepare a sign-up list for workers to set-up the event, usher, and clean up after the event. Be sure to get this list well in advance so that people are sure to show up. The hardest part of carrying out a successful event is having enough people on staff. Start early!

**SET ITINERARY:** Know times and locations for arrivals, departures, activities, and meals of any performers/presenters, as well as for volunteers and clean up/break down crews.

### **5 days Prior to Event**

**CONFIRM ALL ARRANGEMENTS:** Confirm that all of the above reservations and arrangements are all set. If you’ve done all of your work, they should be and this step is just a good time to double-check everything – especially your volunteers!

**PUBLICITY BLAST!:** Last chance to get the word out about your event. Put up a banner, email all of your friends, host a table in the HUB, post a portal announcement, create a Facebook event, walk around in an outrageous costume and tell everyone you see about the event – get creative!

### **Day before Event**

**PURCHASE SUPPLIES AND FOOD:** Water for the performer? Duct tape? Copies of anything? Pens? Put together a small collection of any possible supplies that you might need for the event – including how to contact your volunteers – some people need lots of reminders!

**PAYCHECKS:** If you’re paying a performer or speaker, pick up the check from Student Accounting.

**RELAX!:** You’ve done all the work, and you’ve double-checked it all – relax and prepare to have FUN at your event tomorrow!

### **DAY OF EVENT**

**NOTES AND PAPERWORK:** Bring copies of all pertinent information to the event, check in with the Administrative Assistant in the HUB to be sure all set ups are complete and correct. If there are changes, be sure to contact the HUB as soon as you know of them. Don’t forget to pay any performers or speaker immediately following the performance.

**HOSPITALITY:** Take care of your performers and speakers. Many of them live out of hotel rooms and rental cars for large parts of the year, so making them feel welcome is very important.

**HAVE FUN!:** The sign of a well-planned event is your ability to enjoy it. If you’ve planned well, you’ll be able to have fun! Plus, with everything planned in advance, you’ll have time and energy to deal with the ‘little things’ that always happen.

### **After Event**

**EVALUATION:** Keep complete records of attendance, income, expenses, publicity used, and future suggestions for your files. If possible, offer a written evaluation form to participants and offer incentives for filling it out. Drawings for prizes are often helpful for those people willing to stick around to complete evaluations.

**ACKNOWLEDGEMENTS:** Remember to send thank you’s out to those who helped you throughout the process. Writing a formal thank you to the presenter is essential.