EVENT PLANNING CHECKLIST
for Student Organizations

Important Contact Information
- Edythe Levin, Assistant Director of Student Activities: Programming; elevin1@plymouth.edu
- Karen Weldon, HUB Reservationist; kweldon@plymouth.edu

Initial/Date

6 Weeks Prior to the 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 a year at the beginning of each semester.

**MEET:** Meet with your advisor to talk about this event. Regardless of whether or not your event is on or off campus, make an appointment to meet with the Assistant Director for Student Activities Programming, Edye Levin (elevin1@plymouth.edu). Come prepared with details about your event and questions about how to proceed.

**RESERVE:** Events space must be reserved in advance. Space may be reserved by logging onto the Reservation System (25live) at http://venus.plymouth.edu/. If you have questions regarding a reservation, contact the HUB Reservationist, Karen Weldon or call x52376. You will receive a confirmation email when your request is received and a second email, when the reservation has been approved.

**REGISTER:**
- On-campus event by creating an event on OrgSync and sharing it with the Clubs & Organization Calendar
- Off-campus events are registered by filing out the off-campus event registration form

**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. Use checkbooks on OrgSync

**FINANCES:** All treasurers should have a purchase card. Coordinate making purchases with them. 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 Asst. Vice President of Student Life, Terri Potter, is authorized to sign contracts on your behalf. 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 6 Weeks prior to your event date to insure timely processing for payment on the day of the event. When submitting a contract to Edye Levin, the Assistant Director of Student Activities, make sure to include the completed USNH Sub W9 form and certificate of insurance from the vendor. Depending on the nature of the event, Plymouth State University may need to be listed as additionally insured. FYI, this could incur an extra fee, which would be charged to your organization.

**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” on OrgSync for further details

**UNIVERSITY POLICE:** Depending on the event, you may need to have university police officers on duty. When meeting with the Student Activities Office, your need for UPD involvement will be determined. 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 Sgt. Amanda Hutchins with University Police at ext. 2330 before finalizing the contract to insure you have budgeted enough for policing) 6 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

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environment (i.e. – fireworks, smoke or fog machines), you must work with the Assistant Director of Student Activities, Edye Levin to make the proper arrangements. She will work with the PSU Environmental Health & Safety officer to decide if precautions can be taken to insure a safe event, or if the event or elements of the event must be cancelled.

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**EVENT APPROVAL!** If you’ve completed the above items 6 weeks prior to your event, then your event is approved and the Student Activities Office will sign on the line to the left.

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**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, on OrgSync, and via the HUB website (http://www.plymouth.edu/office/hub/services/advertise-your-eventinformation/)

**NEW** – HUB television screens. Email Randy Szabadics (rszabadics@plymouth.edu) an image that is 10”x7.1”

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**EQUIPMENT and SET-UP:** Order the necessary chairs, tables, sound equipment, lights, or audio/visual aids through the Hartman Union Building Reservationist, Karen Weldon. You may list the items you will need in your 25live reservation request. **Failure to complete the set-up information 4 weeks in advance may result in the cancellation of the event.**

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**FOOD SERVICE:** Coordinate catered meals or snacks from Sodexo through Keith Botelho (535-2379). All on-campus food must be purchased through Sodexo, which includes food items for fundraisers. For more details, consult the “Dining Services and Food Purchasing Guidelines for Student Orgs and Campus Dept’s” on OrgSync, in the Club & Organization files.

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**TRANSPORTATION & LODGING:**
**For Performers:** All car rentals, accommodations, and travel expenses for any performer or speaker should be negotiated into their contract at THEIR expense.
**For Group Trips:** The treasurer should contact the Coordinator of Student Activities Accounting (x2362 or tmahoney@plymouth.edu) with vehicle reservation/airfare requests and Tamara will make those reservations.

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**PARKING & Directions:** Request parking passes for performer and equipment vehicles by speaking with the Hartman Union Building Reservationist, Karen Weldon. Are you expecting a large crowd? Do you need a group of parking spaces reserved? Do you need sandwich boards to direct your guest to appropriate parking? **Visitors and students wishing to park on campus who DO NOT have a commuter permit may now use the kiosk parking meter in Lot 408 (next to Centre Lodge on Merrill St.) For $.25/hr you may purchase a pass via the kiosk that MUST be displayed on the vehicle’s dashboard, with date/time stamp showing. Overnight parking is NOT allowed in Lot 408**

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**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!

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**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. ******SUBMIT ALL PAYMENT REQUESTS needed day of**

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**CHECK REQUEST:** Work with Edye Levin to submit the contract, w-9, and insurance to the purchasing office to request a check to be available day of or mailed out immediately following the event. **NO DEPOSITS!**

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**CONFIRM ALL ARRANGEMENTS:** Confirm that all of the above reservations and arrangements are all set.

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**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 on myplymouth or Orgsync, create a Facebook event, walk around in an outrageous costume (Maybe Pemi the Panther) and tell everyone you see about the event – get creative! See all guidelines for publicity on OrgSync in the Club & Org files in the public & promotions folder.

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**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

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**2 Weeks Prior to the Event**

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**1 week Prior to the Event**

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**Day before Event**

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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 the Event

NOTES AND PAPERWORK: Bring copies of all pertinent information to the event, check in with the Building Manager 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! With everything planned in advance, you'll have time and energy to deal with the 'little things’ that always happen.

KEEP TRACK OF ATTENDANCE: When at your event, make sure to keep track of the attendance.

After the 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 notes to those who helped you throughout the process. Writing a formal thank you to the presenter is also recommended.

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