

Checklist for Events

Event _____

Event Chairs _____

Date of Event _____

Task	Contact Person	Contact Number	Task Confirmed	Notes
Confirm date				
Event approved by Advisors				
Event submitted & approved by Student Life				
Request chairs, tables, provide setup layout (if needed)				
Make arrangements to have room/equip accessible				
Request mics, podium, speakers, etc (if needed)				
Event budget discussed, voted on, and submitted				
Confirm availability of funds in organization account				
Selection of Speaker(s) and/or Entertainment				
Contact / Confirm speaker(s)				
Contact / Confirm entertainment				
Designate event facilitator/MC				
Event duties assigned (setup/cleanup/etc)				
Event agenda/itinerary developed				
Event decorations created/purchased				
One week out, contact all participants & remind them of their roles				
Event rehearsal (if needed)				
Submit request for solicitation (detailed proposal)				
Decide menu/refreshments (refer to Food Service Guide.)				
Place menu order with food services (if required)				
Design Program				
Compile invitation list				
Design invitations				
Email guests				
Press Release				
Request display in Student Life Center				
Marquee (for big events)				
T.V. advertising				
Social Media advertising				
Other				

*This is just a list of suggested items to think about when planning. Not all items will be needed/used at every event.