Event Planning Checklist

Please initial each box. Cross it off if it doesn’t apply to your event. When the event is over, give this completed sheet to your adviser. And thanks for your hard work in planning this event. Let us know how else we can support you.

EVENT DETAILS

Name of event: ___________________________________________ Date: ___________________________
Start time: ___________________________ End time: ___________________________
Reason: ____________________________________________________________

Before the Event

☐ Verify budget available. What’s the line item? ____________________
☐ Reserve the room. How many people? ______
☐ Turn in a completed Student Group Expense Authorization form to Melody. For directions, look at the Student Group webpage under Budgeting and Expenses.
☐ Pick up PO and deliver to vendor.
☐ Decorations. Check with building manager before the event to find out how to put up posters, etc.
☐ Furniture. Since we can’t borrow furniture from other spaces, we’ll have to reserve through campus operations, which costs money and needs to be done ahead of time.
☐ Plan advertising (like digital signage in Allen (look at Promotional Support on the Student Group webpage) and standards (talk to the building manager)).

Day of Event

☐ Furniture. If you’re moving tables, please lift, don’t push (it’s hard on the furniture).

Before you Leave the Event

☐ Replace furniture (“normalize” the room).

After Event

☐ Turn in all receipts, with list of attendees, to Melody.

Student in Charge of the Event

Name: ___________________________________________ Email: ________________________________
Signature: ___________________________________________