SO YOU WANT TO PLAN EVENTS

STEP 1 START PLANNING EARLY

THEN FOLLOW THIS CHECKLIST

(Click the boxes)

NOW

☐ Reserve a venue with furniture(stage needs
☐ Draft contracts with performers (through Student Activities)
☐ Contract Dining for any food requests
☐ Request relevant outside funding

☐ Request SAFC funding
☐ Discuss event staffing with Student Activities
☐ Fill out Audio/Visual work orders
☐ Reserve vans with Facilities if needed
☐ Get a poster designed

THREE WEEKS OUT

TWO WEEKS OUT

EVENT DAY AND AFTER

ONE WEEK OUT

THEN

☐ Put up any decorations
☐ Keep track of attendance
☐ Fill out a Post-Event Survey
☐ Make sure all receipts go back to Student Activities
☐ Do it all again!

☐ Advertise on the Orbit
☐ Print posters at the Copy Center
☐ Confirm Dining, Facilities, and A/V requests, if any
☐ Turn in performer W9 forms and check requests to SA

BRIAN KIM