Sample Event Planning Checklist

☐ Date
  ▪ If an on campus event, all space reservations, Even Staff & Box Office reservations must be made at least 30 days in advance
  ▪ Does this event conflict with the academic schedule or other campus/organization events?

☐ Event Description
  ▪ Does this event connect to your organization’s mission and values?

☐ Theme
  ▪ Does this theme represent your organization well?
  ▪ Does this theme rely on stereotypes and/or offensive costumes?
  ▪ Would you be willing to send photos of this event to others outside of your organization?

☐ Location
  ▪ Is the space available?
  ▪ Is it easy to manage by members of our organization?
  ▪ Does it require a contract (if off campus)?

☐ Planning Timeline
  ▪ Things to consider for on campus events: space availability, Event Staff, Box Office
  ▪ Things to consider for off campus events: do you need to register the event with your national organization?

☐ Parking & Transportation
  ▪ Do you need buses to transport all guests? If not, how are guests going to get to the venue (if off campus)?
  ▪ Does the location of transportation pick up interfere with the neighborhood?

☐ Budget
  ▪ What is your budget?
  ▪ If you are using on campus resources, can you ensure that you have enough funds currently to cover expenses/ensure enough tickets are sold?

☐ Risk Assessment
  ▪ Who is in charge of risk management in your organization? Is the event coordinator working with them?
  ▪ Do you have inter/national risk management guidelines?
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☐ Target Audience (if selling tickets for admission)
  ▪ Have you considered the size of the audience you are expecting?
  ▪ Who can attend i.e. students v non-students?
  ▪ Are you inviting advisors, alumni or university employees?

☐ Advertising
  ▪ Have you confirmed all space and staffing before beginning campus and online advertising?
  ▪ Are you abiding by all University posting policies?
  ▪ Are the images and language used to advertise your event in line with the mission and values of your organization?

☐ Volunteer assignments
  ▪ Have you determined the individual roles of members before, during and after the event?
  ▪ Does anything need to be picked up prior to the event/dropped off after?
  ▪ Are there any special volunteer assignments e.g. safety monitors?

☐ Contracts
  ▪ Examples of contracts: DJ, band, space, security, Box Office, Event Staff, bartender
  ▪ Are you able to sign the contract on behalf of your organization?
  ▪ Does the venue being used have evidence of General Liability coverage?
  ▪ If using hired security and/or a bartending service, are both properly licensed?

☐ Security & Event Management
  ▪ Are you required to use outside security?
  ▪ Is the security company licensed?
  ▪ Prior to the event, have you laid out a contract of the responsibilities of security staff versus members i.e. security will only manage capacity, security will intervene in the event of an altercation, members are responsible for checking identification?