

# STUDENT ORGANIZATION EVENT PLANNING CHECKLIST

Student Organization: \_\_\_\_\_

## INITIAL PLANNING: PROGRAMMING

Person Responsible: \_\_\_\_\_

- Consider what your goal is for this event.
- Consider the best format for the event (panel or single speaker, lunchtime or evening, etc.).
- Consider inviting a faculty member to be included in the event (introduce speaker, moderator for panel, participate on panel, etc.).
- Are there other student organizations that could co-sponsor your event?
- If the event is a conference or symposium, will you be offering MCLE credits?
- Have you contacted administrative resources for input? (S&DS, Development, CPDO, Alumni Affairs)
- Have you reviewed the Student Organization Guide?

## BUDGETING

Person Responsible: \_\_\_\_\_

- Create a budget including estimated expenses and income.
- Submit budget a request to SBA at the Budget Hearing meeting.
- Verify with your organization's Treasurer the amount allocated for the event from the SBA.

## LOGISTICS

Person Responsible: \_\_\_\_\_

- Choose a date – make sure to check the [CWSL Online Calendar](#) for possible conflicts.
- Submit the [Student Organization Event Approval Form](#) to Student & Diversity Services.
- Once the event has been approved, request a room via the [Online Room Booking Form](#).
- Submit room set up request (tables, linens, trash cans, etc.) to [Facilities@cwsl.edu](mailto:Facilities@cwsl.edu) at least two weeks prior to event.
- Submit A/V needs (computer, projector, screen, microphones, etc.) to [AudioVisual@cwsl.edu](mailto:AudioVisual@cwsl.edu).
- Food or beverages to be served? Review the [Student Organization Guide](#).

## **PUBLICITY / ADVERTISING**

Person Responsible: \_\_\_\_\_

- Submit event information for the CWSL online calendar to [StudentServices@cwsl.edu](mailto:StudentServices@cwsl.edu) by 5:00P on Fridays.
- Post event information to student organization's Facebook page.
- Create poster to place in 350 Lobby and obtain approval sticker from Student & Diversity Services.

## **SHOPPING**

Person Responsible: \_\_\_\_\_

- Necessary items for events may include plates, cups, napkins, and serving utensils.

## **BEFORE EVENT (preferably two weeks prior)**

Person Responsible: \_\_\_\_\_

- Confirm room reservation.
- Confirm room set up, including A/V needs.
- Confirm food order.
- Confirm speaker and any needs they may have.

## **DAY OF EVENT**

Person Responsible: \_\_\_\_\_

- Arrive early to set up.
- Make sure to have contact information for all parties involved with the event.
- Recruit a volunteer to arrive early to assist with food delivery and/or set up.
- Recruit a volunteer to assist with post event cleanup.

## **AFTER EVENT (preferably next day)**

Person Responsible: \_\_\_\_\_

- Compile all receipts and guest sign in – put in envelope for student organization Treasurer.
- Submit [Student Organization Reimbursement Form](#) within 60 days to student organization Treasurer (see Student Organization Guide).
- Send a thank you note to speaker(s) and/or volunteers.
- Make a note of what worked, what didn't work, and any other issues that may have come up.