

Student Group Special Event Planning Checklist

- 3 – 6 Months in Advance. Define clear goals for your event: What is your event trying to accomplish? Who is your audience? What is the budget? How will we advertise?
 - The larger the event, the further ahead of time you will need to plan (the unexpected will happen!). Will a check have to be cut? Will we need to switch rooms or vendors? What if the weather is bad? What if someone gets hurt? It all has been known to happen.

- Submit a Room Request and Setup & Equipment Request on OrgSync to secure space on-campus and for set-up and take-down of any needed tables, chairs, audiovisual equipment, tablecloths.
 - If you need building access, after-hours building access, large numbers in attendance, or special parking needs in coordination with the Police Department (Note: events with alcohol require additional planning, expenditures, and are approved through the President’s Office in coordination with the Office of Student Development).
 - Be specific about what your needs are, especially if hosting a speaker so that the Office of Student Development can follow up with CETS as needed to clarify any audiovisual needs requested through OrgSync.

- Work with vendors to get quotes for any purchases that need to be made.
 - If you need to purchase items on a supply run, RSVP to the supply run on the OrgSync Calendar.
 - Give all invoices and detailed information to the organization’s treasurer.

- Have the organization’s treasurer submit a payment request for any purchases need on OrgSync.
 - Submit at least 3 business days in advance for purchases that can be made with our state credit card.
 - Submit at least one month in advance for purchases that require a business check.

- Create the event on the OrgSync Calendar (checking “public” posts the event on all users’ calendars). Use the RSVP function to get a head-count.

- After the event, clean up after yourself! Turn in used tablecloths to the Office of Student Development and make sure all trash has made it into the appropriate receptacle.

- Keep your receipts! Turn them into a Student Development Coordinator with a Purchase Receipt Form within 2 days of the event. Be sure to also attach your list of attendees with this form.

- Arrange for appropriate on-campus storage of your supplies before and after the event with a Student Development Coordinator.