**STUDENT CLUB EVENT PLANNING CHECKLIST**

Name of Event: [Name]

|  |  |  |  |
| --- | --- | --- | --- |
| **Six Weeks to a Month Ahead** | | **Date** | **Person(s) Responsible** |
|  | Determine purpose and event plan |  |  |
|  | Develop budget and marketing strategy |  |  |
|  | Determine volunteer needs |  |  |
|  | Timeline created |  |  |
|  | Request room reservation |  |  |
|  | | | |
| **Three Weeks in Advance** | | **Date** | **Person(s) Responsible** |
|  | Turn in any contract information |  |  |
|  | Turn in publicity requests |  |  |
|  | Process requisition requests for payment |  |  |
|  | Request photo shoot needs |  |  |
|  | Place catering requests |  |  |
|  | | | |
| **One Week in Advance** | | **Date** | **Person(s) Responsible** |
|  | Finalize your agenda or program |  |  |
|  | Give and confirm final staff assignments |  |  |
|  | Create signage |  |  |
|  | Check on final payment arrangements |  |  |
|  | | | |
| **Day of Event** | | **Date** | **Person(s) Responsible** |
|  | Check room to make sure that all equipment and arrangements are in place |  |  |
|  | Post directional signs as needed |  |  |
|  | Check on food and entertainer’s special needs |  |  |
|  | Check that greeters are in place with pens,  comment cards, etc. |  |  |
|  | Secure any payments due that day |  |  |
|  | Check that photography is in place |  |  |
|  | Check all decorations are in order |  |  |
| **After Event** | | **Date** | **Person(s) Responsible** |
|  | Remind participants to fill out comment cards |  |  |
|  | Secure all pens, materials and monies |  |  |
|  | Deposit monies as soon as possible |  |  |
|  | Check and remove any garbage |  |  |
|  | | | |
| **One to Two Weeks After** | | **Date** | **Person(s) Responsible** |
|  | Send “Thank You” notes |  |  |
|  | Have a meeting to review the event for  improvements in the future - debriefing |  |  |