



On Campus Event Checklist

This checklist includes suggested tasks and deadlines. Please note that when planning a larger event, more time needs to be allowed for pre-planning. There may also be necessary tasks that are not listed below.

TASK	When to Complete
<input type="checkbox"/> Discuss event idea with members of the organization	At least 1 month prior
<input type="checkbox"/> Research availability and cost of performers, speakers, or vendors	At least 1 month prior
<input type="checkbox"/> Pick a date and time for the event – Take into consideration other scheduled events by checking the RICalendar and contacting other student organizations	At least 1 month prior
<input type="checkbox"/> Space reservation	At least 1 month prior
<input type="checkbox"/> Develop a proposed budget with cost estimates	At least 1 month prior
<input type="checkbox"/> Apply to SCG finance for funding	At least 1 month prior
<input type="checkbox"/> Performance contracts and W-9 – Advisors sign all contracts!!!	At least 1 month prior
<input type="checkbox"/> Promote the event – Do not advertise an event until the space is reserved and contracts are signed!	At least 1 month prior
<input type="checkbox"/> Recruit organization members to help run the event	At least 2 weeks prior
<input type="checkbox"/> Donovan Dining Center Request	At least 2 weeks prior
<input type="checkbox"/> Event supplies and decorations	At least 2 weeks prior
<input type="checkbox"/> Outline of event timeline/schedule	At least 2 weeks prior
<input type="checkbox"/> Compile event rules or guidelines	At least 2 weeks prior
<input type="checkbox"/> Confirm space reservation, including setup and audio visual equipment	1 week prior
<input type="checkbox"/> Confirm arrangements with all vendors and service providers	1 week prior
<input type="checkbox"/> Event Evaluation	Day after the event
<input type="checkbox"/> Thank You Notes	Day after the event
<input type="checkbox"/> Complete budget with actual costs and process payments through SCG	After bills are received
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	