

Event Planning Checklist

It is important to note that all organization sponsored events, trips, etc. must follow Stevenson regulations, regardless of whether they are held on or off campus. Here are some details to keep in mind when planning different types of events:

General

_____ Register your event with Student Activities with the Event Approval form at least 4 weeks prior to the program (this includes reserving the room, advertising via School-wide Email, and deciding whether you need a cash box for the event)

Committees Established for:

_____ Setup
_____ Cleanup
_____ Logistics
_____ Publicity
_____ T-shirt/Ticket sales

Entertainment

_____ Contract executed through Student Activities. Date returned: _____
_____ Hotel reservations made at _____
_____ Arrival time of performer/artist confirmed

Food and Beverage

_____ Ordered through Sodexo (email Lisa Labreque at lisalabreque@stevenson.edu)
_____ If not through the campus, identify possible off-campus vendors

Money

_____ Check request submitted. Date submitted: _____
_____ Check picked up for payment (if not sent via USPS)
_____ Decide if a cash box is needed and select this on the Event Approval Form

Publicity

_____ Posters/flyers designed and distributed
_____ Information submitted to Student Activities for the Plasma Screens via Event Approval Form

Trips

_____ Transportation
_____ Hotel Accommodations
_____ Registration
_____ Goals, guidelines, expectations, etc.

Community Service

_____ Research possibilities with the Learning Beyond Center
_____ Have club members sign up to prepare and participate

After the event

_____ Finalize any fiscal issues
_____ Event Assessment Form completed on-line
_____ Return all equipment
_____ Publicity removed from around campus
_____ Evaluate the event with the group