

Student Club Event Planning Checklist

| 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 | | |