

EVENT PLANNING CHECKLIST

Today's Date: _____

General Information:

Event Name:		
Event Date:		
Proposed Alternative Dates:		
Event Time:	Start:	End:
Event Location:		
Proposed Alternative Locations:		
Event Contact Person(s)/ Coordinator(s):		
Contact Information for Coordinator:	Phone:() 	Ext:
	Email:	
Objective/ Purpose of Event:		
Description of Event:		
Expected Attendance:		
Proposed Budget:		

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Four to Six Weeks Before Event:

- **Submit Event Request to Student Engagement office**
 - Complete Event Submission Form in 'Cuse Activities
Once approved, this event form will become your 'Cuse Activities event promotion and also be posted on both the digital signage and Syracuse University event calendars.
 - *NOTE: Approval is required via this form prior to any event promotions. Approval is contingent on funding and consultant review of university policy/procedure compliance.*
- **Reserve space for event:**
 - [25Live](#) - Student Center spaces, classroom/ academic spaces, Goldstein Aud, Tabling, Quad
 - [Barnes Center Reservation Form](#) - Barnes Center spaces, Women's Building, Women's Field
 - [Hendricks Chapel Form](#) - Main Chapel or Noble Room
- **Submit Catering Needs:**
 - [Catering Event Order Form](#)
 - *NOTE: this would include catering requests from an outside party. Catering will only contract out cuisine they cannot make on campus.*
- **Get Quotes for Speaker/ Artist/ Performer/ Entertainment**
 - *NOTE: send quotes and contact information to your consultant. They will manage offer letter/contracting needs. Students are not authorized to provide or sign these documents.*
- **Develop Budget and Secure Funding**
 - [Budget Template](#) (this is a just a resource)
 - Download a version to your computer before utilizing this tool
 - Student Association- Budget Request Form
 - Submit a budget request through your RSO 'Cuse Activities portal. To locate, use the [RSO Budget Request Guide](#).

Three to Four Weeks Before Event:

- Work with consultant to purchase event supplies, review attendance tracking plans, and confirm campus partner and external vendor contracts
- Review attendance tracking plans with consultant
- Solidify all promotional, marketing, and branding strategies

One to Two Weeks Before Event:

- Meet with ETS Lead if event is in SCPS space
- Post and disperse all publicity, marketing, and promotional items following university policy
- Double check all arrangements

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Day of Event:

- Arrive to event at least 1-3 hours prior to event with Event Staff and Advisor
- Contact artist/ live entertainment
- Ensure that all decorations are properly displayed
- Check all lighting, sound, and items pertaining to production
- Ensure that food is set up properly
- Assign organization representative(s) to the door for check-in and greeting

After the Event:

- Assist in cleaning facility- leave things as they were prior to event setup
- Complete [post-event](#) evaluation to keep in archives, including attendance count
- Make sure all promotions regarding event are taken down/ removed within 24 hours
- Send accolades, and thank you notes to all those that assisted/volunteered