

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:

- Reserve space for event:**
[25Live](#)- Student Center spaces, classroom/ academic spaces, Goldstein Aud, Tabling, Qu
[Barnes Center Reservation Form](#) - Barnes Center spaces, Women's Building, Women's Field
[Hendricks Chapel Form](#)- Main Chapel or Noble Room
- Submit Event and Technical Service Needs:**
[ETS Estimate Form](#) for event/tech needs in student center spaces
[LEMP](#) for tech needs in academic spaces (view classroom listings for included technology)
NOTE: If not using ETS, contact DPS and Facilities for event security and any other facility needs (ie. Trash pickup)
- 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.
- 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.
- Develop Budget and Secure Funding**
[Budget Template](#) (this is a just a resource)
[Student Association- Budget Request Form](#)

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
- Submit [Ticket Order Form](#) if the event will be ticketed through the box office
- Review attendance tracking plans with consultant
- Solidify all promotional, marketing, and branding strategies
- Submit RSO [Digital Signage Request Form](#)

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