

EVENT PLANNING CHECKLIST

Today's Date: _____

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



EVENT PLANNING CHECKLIST

Four to Six Weeks Before Event:

- Submit an Event Request to the Student Engagement Office
 - You can find the Event Request Form on your organization's 'Cuse Activities portal under Manage Organization → Events → Create Event.

Once approved, this event form will become your 'Cuse Activities event promotion. Your event will appear on general event digital signage.

- Reserve Space for Your Event
 - Schine and Goldstein Student Center spaces, classroom and academic spaces, the Quad, and tabling spaces can be reserved through [25Live](#).
 - Barnes Center at the Arch and Women's Building spaces can be reserved through the [Barnes Center Reservation Form](#).
 - Hendricks Chapel spaces can be reserved through the [Hendricks Chapel Reservation Form](#).
- Submit Catering Needs
 - You can request food for your event through campus catering through the [Catering Request Form](#).

NOTE: Campus Catering requires a 30-day notice for all custom catering orders.

ALL outside catering requests facilitated through Campus Catering must be received 30 days prior to the event. If the outside caterer is personally delivering the food to campus, Health and Safety needs at least 3 weeks notice.

- Develop a Budget and Secure Funding
 - You can find the Student Association Budget Request Form on your organization's 'Cuse Activities portal under Manage Organization → Finance → Create Request → Create Budget Request.

The potential date of approval for Student Association budget requests must be at least two weeks prior to the proposed event date. All events requiring external contracts or contracts over \$20,000 MUST go through the Advanced Allocations process the semester prior to the proposed event date.

Three to Four Weeks Before Event:

- Work with your RSO consultant to purchase event supplies, review attendance-tracking plans, and confirm campus partner and external vendor contracts.
- Solidify all promotional, marketing, and branding strategies.
 - Digital signage for your event can be submitted through the [Digital Signage Request Form](#).



EVENT PLANNING CHECKLIST

One to Two Weeks Before Event:

- Confirm details with your Event and Technical Services lead if your event is in a Student Engagement event space.
- Post all publicity, marketing, and promotional items within university policy.
- Double check and confirm all arrangements with campus partners and external vendors.

Day of Event:

- Arrive to your event early to set up and coordinate details.
- Remain in touch with entertainment and external vendors.
- Ensure that all decorations are properly displayed.
- Assign organization representatives to the door for check-in and greeting.

After the Event:

- Tidy the space—event space should be left the way that you found it.
- Complete a [post-event evaluation](#) to keep in your organizational archives.
- Archive attendance records.
- Take down all marketing and promotional materials within 24 hours of the event.
- Send thank you notes and kudos to all those who assisted and volunteered.

