Event Planning To-Do List

-The following is a suggested to-do list for standard programs that we ask that you keep in mind-

-You are not required to turn this in-

-Anything in bold is a requirement-

3-6 Weeks before Event:

☐ Decide location, concept, and what is needed
☐ Fill out Event Proposal and turn into SAIL
☐ Reserve indoor/outdoor space
☐ Complete contracts
☐ Design Fliers
☐ Get info to contact for Student Org Event Calendar
☐ Request necessary funds

1-3 Weeks before Event:

☐ Print and put up all advertisements
☐ Order any food or drinks
☐ Get all supplies needed
☐ Ensure that you have all tech/security/additional props needed ready to go

Day of Event:

☐ Set-up space
☐ Pick up food
☐ Make sure that your performer/stage/event is ready to go
☐ Have fun
☐ Clean up and put space back to normal
☐ Turn in evaluation form