

# Student Organization Program Planning Checklist

## PRE-PLANNING

- \_\_\_ Identify a purpose and determine content/format of your event.
- \_\_\_ Ensure there is adequate time to plan and implement your program.
- \_\_\_ Discuss potential risk management concerns with your advisor(s).
- \_\_\_ Develop a budget for your event and determine if you will need to seek additional funding. If extra funding is needed, consider reaching out to other clubs or departments who might be interested in collaborating with your club. Your organization can also complete a Supplemental Budget Request with Student Senate. See advisor(s) for details.
- \_\_\_ Determine an ideal date/time/location for your program and alternate dates/locations. Check 25Live Event Calendar to see if space is available. Also, be sure to check whether your program will conflict with any other major events.
- \_\_\_ Refer to the Policies & Procedures section on our website for detailed information about applicable policies.
- \_\_\_ Speak with all of your advisor(s) about the proposed event early in the planning process.
- \_\_\_ Remember to utilize the staff and supplies in the Student Development Resource Room while planning your event!

## PLANNING CHECKLIST

- \_\_\_ Reserve space for your event by completing a Request for the Use of University Facilities form. Include diagram of the desired room layout and specify audio/visual needs. You will receive a confirmation from Event Services in your club mailbox or from your advisor once the request is confirmed.
- \_\_\_ Complete Event Form on OspreyHub once event location is confirmed.
- \_\_\_ Follow up with Production Services regarding specific technical needs.
- \_\_\_ If event is ticketed, arrange for tickets to be sold from Campus Center Information Desk by completing online form.
- \_\_\_ Complete Pre-Contract Form for any outside speaker, performer, or vendor.
- \_\_\_ Submit Fire Permit (online) if grills are being used at event.
- \_\_\_ Contact [catering@stockton.edu](mailto:catering@stockton.edu) to request food contract. Include date, time, location, anticipated attendance, and desired menu. Your Student Development advisor will sign off on the final order.
- \_\_\_ Request quotes from vendors for promotional items.
- \_\_\_ Submit Check Request Forms at least two weeks before your event for any items, materials, or prizes needed. Please attach quote from vendor, if applicable.
- \_\_\_ Coordinate volunteers for day of event.
- \_\_\_ Reserve necessary equipment/supplies with Student Development (Reservable items include cash box, sound system, Ipad & Card Swiper for attendance tracking. Student Development credit card can be reserved with approved check/purchase request)

# MARKETING CHECKLIST

- Work with your Student Development advisor to submit Print Shop Request for marketing materials.
- Provide flyers to Student Development to be posted around campus by Event Services.
- Complete TV/LED Request.
- Contact *The ARGO*, SSTV and WLFR with event information .
- Promote on social media.
- Announce at Student Senate meeting and other club meetings.
- Reserve Gallery Table to promote your event.
- Place flyers in club mailboxes.
- Lastly, remember the importance of word of mouth!

# DAY-BEFORE/ DAY-OF CHECKLIST

- Confirm details with speaker/presenter/bands.
- Check with your Student Development advisor to ensure all contracts have been fully executed.
- Review room confirmation details.
- Arrive early for set-up.
- Pick up food from Chartwells (if applicable).
- Begin your program on time.
- Collect attendance information (if applicable).
- Introduce speaker/presenter.
- Collect Prize Receipt Form(s) (if applicable).
- Clean Up.

# FOLLOW UP

- Turn in Prize Receipt Form(s) to Office of Student Development.
- If tracked, add attendance to event in OspreyHub.
- If revenue is generated at event, return money to the Office of Student Development with completed deposit slip the next business day.
- Return any borrowed equipment.
- Review feedback from participants and planning committee.
- Thank presenters, volunteers, and planning committee.
- Follow up with your advisor and e-board members to discuss event feedback.