**Event Planning Checklist**

 **THE PREP: One Month or More Before Your Event**

**Preliminary:**

* **Brainstorm Event Details**

You’ve come up with a great idea for an event. Congratulations! Before you jump in to the planning, consider this: who does this event benefit? The broader the range here, the more clubs/ASOIT you can convince to collaborate with you. Many hands make light work!

* Purpose of event/project
* How does is relate to organization mission?
* Target Audience
* What resources are needed for event/project? (budget, time, people, supplies, etc..)
* How much time is needed to plan event/project?
* Identify Key Players
* Project/Event Lead
* Resource people and Key event participants
* **Research how much it’s going to cost:**

**Off Campus Venues:**

* Research what venues are in the area. Compare by asking for estimates based on different numbers of attendees. If your dates are flexible, compare weekend and weekday rates.
* Get price estimates in writing.
* If you have to buy tickets, ask for group/student prices!
* If contract is required, contact Dana Onorato

**Purchases:**

* Food and drink
* Transportation and parking
* Decorations
* Entertainment
* Supplies
* Are there one-time purchases that you can re-use?
* If you want to get something that would benefit the school and that other clubs would use in the future, MAYBE you can share costs with other clubs or ask ASOIT to buy it for the school

**Consider charging attendees admission**:

Compare your estimates with your club budget. If they’re close, you might recoup some of your costs by charging to attend your event

* **Pick a date**
	+ - Check other events happening on the OIT calendars (university calendar &ASOIT calendar, student calendar)
		- If you have a vendor (such as a location to rent), check when they are available
		- Ensure that your key participants are available
* **Attendance**
* If you need a minimum number of participants, solicit general interest by submitting an interest sign-up sheet to ASOIT to be put up on bulletin boards
	+ - Set a goal of getting X minimum number of participants by 2 weeks before the event. If you don’t have the required number, cancel or postpone event
* **Is a waiver required?**
	+ - Check with Dana Onorato/George Marlton
		- Events that require waivers
			* Any events that include physical activity
			* Travel further than 20 miles from campus
			* 1 month before event: if venue has a waiver send it to George
			* George develops waivers for events that require waivers

**THE PAPERWORK: 2 Weeks Before Event**

* **Reserving your space:**

Fill out a room reservation request form for any space on campus. This is where you will put your special facilities requests, like extra tables or a project. Submit your room request to Wilsonville@oit.edu.

* **Getting Approval:**

Submit your Event Approval Form to the Office of student Services. Even if your event is totally free and easy. If there will be alcohol at the event, submit the Alcohol Approval Form

**Purchases:**

* On the Event Approval Form, pad your budget; being under budget makes everyone happy
* Detail expenditures in the purchase description section
* Co-events:
	+ - If you are splitting costs with another club, list the cost split on the approval form i.e. WLA300/$200 WLA 301/$200
		- If you would like ASOIT to pay for your event:
			* Fill out the event approval form and send it to the Administrative Officer
			* The Administrative officer will submit the form to ASOIT for approval at the next ASOIT meeting
			* The Administrative officer will populate the form with ASOIT’s purchase code and submit the form for approval to the powers that be
* You’ll get an approval confirmation email in a couple of days from Nellie Stewart.
* Give Christine Pompel a detailed list of all your expenses at least 3 days prior to your event
* Purchases:
* Talk with Christine about where is best to buy things if you aren’t sure
* Send her detailed info on what you need, including item name, description, price, and photo if you can
* Buying tickets/paying for venues/paying vendors
* If a contract is required, don’t sign it yourself, bring to Dana Onorato for processing
* Talk to your vendors about when they need to have a final headcount. Give them a minimum head count based on the number of people signed up as of 1 week prior to the event.
* Arrange for the vendor to invoice the school
* Prepay everything possible except for contracted services
* Get a photocopy (or scan) of your receipts for your records.

**THE BUILDUP: 2 Weeks to the Day Before**

**Marketing:**

* Create a beautiful flyer and submit it to ASOITW to be approved with a stamp.
* Submit your event to the Tech News Daily (they’ll run things up to 30 days in advance)
* Submit your event to the University calendar
* Submit your event announcement every Thursday during the regular term by 5 pm to Wilsonville@oit.edu to be included in the weekly email to all students/
* Use your social networking savvy
* Attend other events and tell everyone about how wonderful yours will be. Word of mouth anywhere you can fit it in works great!

**Having students sign up (and pay):**

* Keep any physical tickets at the cashier’s window
* Submit waivers to cashier’s office to be signed by participants
* If you are collecting fees AND/OR require a waiver, have students sign up at the cashier’s window, They will sign up, pay, and fill out waivers at that time.
* You need to have an emergency contact # for every participant, even if no waiver is required

**THE FUN: Day Of**

**Day of:**

* Whoever is the “lead” (usually the person whose name went on the event approval form) MUST attend the event
* The lead MUST have emergency contact info for all participants on hand at event
* Lead to provide task list of items that need to be completed to event volunteers
* Be sure to have students signed up for set up and clean up
* Provide an attendee sign-in sheet for all events

**FOR OFF CAMPUS EVENTS**

* Have a meet up spot and time ON CAMPUS for people to carpool
* Have a meet up spot and time AT THE VENUE at the start of the event
* Have fun!