EVENT PLANNING CHECKLIST

Use this basic checklist to assist your club/organization in planning a successful event. Brainstorm with key contributors prior to event planning to be sure that everything is covered.

Name of Event:

Date(s):

Time:

Location:

Event Purpose:

SCHEDULING/PLANNING

1. Talk with appropriate administrator(s) about reservation needs
   (at the Welcome Center in the Campus Center or at reserve@rit.edu)
   ▪ What size room is needed?
   ▪ How much time is needed for set-up?
   ▪ Should a rain date/location be reserved?
   ▪ Tentatively book dates (are multiple needed?)

2. Find out what services are required
   (Facilities management, Dining Services, Public Safety, etc.)
   *Use Event Planning Logistics Checklist to determine service needs

3. Register event through EVR online at The Link at least two weeks in advance.
   *Don’t forget to continue checking your event submission page on The Link.
   Additional information may be requested by service providers in order to approve the event.
   Contact evrgrad@rit.edu with questions.

BUDGETING

▫ E-board members are financially certified through the Club Center
▫ Meet with Club Center financial staff regarding club funds
▫ Where are the funds for this event coming from?
▫ Club Budget
▫ Member Contribution
▫ Fundraising
▫ Student Government Finance Committee Request
▫ Co-Sponsorship

ADVERTISING

▫ Fill out a Center for Campus Life Art Request for help creating communications & advertisements (found at rit.edu/campuslife)
▫ Fill out a Promotion Distribution Form to have communications posted throughout campus (found at rit.edu/campuslife or in the Club Center)

SHOPPING

▫ Supplies purchased for event/preparation:

SPECIAL EVENT PROCEDURES/AGREEMENTS

*If the event includes any of the following components, please read and abide by the appropriate procedures

▫ Raffle
▫ Bingo
▫ 5k
▫ Movies
▫ Car smash
▫ Barbeque

For more information visit rit.edu/campuslife
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EVENT SET UP
- Specific room set up required
- Tables
  - Size and quantity
  - Linens
- Chairs
- Trash cans
- Special lighting and/or sound equipment
- Signage
- Stage or dance floor
- Technical needs
- Curtains
- Golf carts for transportation

FOOD & BEVERAGES
- Food will be provided
  - Brick City Catering
  - Dining Express
  - Outside Caterer
  - Purchased Externally
  - Homemade
- Food provided at no cost to attendees
  *Must follow University Vendor Policy

TRANSPORTATION
- Transportation required
  - Vans or buses
  - Personal Vehicle

SAFETY
- Event attendees include non-RIT community members
  - Non-RIT attendees need designated parking
  - Minors
- Money will be collected at the event
  *Must follow cash handling procedures and protocol.
- Event includes activities that could impose risk of injury to participants/spectators
- Third party vendors will be present at the event