EVENT PLANNING CHECKLIST

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
- Movies
- Car smash
- 5k
- Barbeque

Name of Event: ____________________________________________

Date(s): ____________________________________________

Time: ____________________________________________

Location: ____________________________________________

Event Purpose: ____________________________________________

________________________________________

________________________________________

________________________________________

________________________________________
EVENT PLANNING CHECKLIST

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
  - PurchasedExternally
  - 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