All on-campus events must be approved through the Special Events Committee using the Special Events form. This is meant to be a guide—not all checklist items will apply for each event.

- Before you start (pre-planning)
  - Develop an idea. Ask yourself: What’s our goal and what events could help meet our goal?
  - Review budget

- 2 months out:
  - A date for your event must be selected
  - An approved facility must be reserved. For On Campus Events, this includes a Special Events form with president and advisor approval
  - A timeline must be established
  - Who’s Who? – Who’s making decisions? Who’s the point person?
  - Who’s funding it? How will this impact the event?
  - A meeting with DPS, facility manager, Coordinator of Student Organizations & Leadership, and Coordinator of Greek Life (if applicable)
  - Parking office must be contacted so that they are aware of the date/time?
  - How many officers will be needed to staff the event? Who’s paying?
  - Review overall budget for event—including cost of officers, venue, lighting, sound, etc.

- 1 month out:
  - Solicit volunteers and compile a list to be shared at the meeting two weeks out from the event.
  - Ticket sales must be set up with box office if necessary
  - Established capacity with venue manager and box office
  - Facility walk through will be completed with DPS, facility manager, student organization representative, and student organization faculty/staff advisor
  - A list of items that still need to be done/completed
  - Insurance purchased (if required by special events committee)
  - All vendors finalized, contracts on file, and reviewed (DJ/MC, equipment)
  - Market the event in a variety of ways (see marketing resources)
• 2 weeks out:

✓ Final walk through will occur with DPS, student organization representative, student organization faculty/staff advisor, facility manager to go over any equipment needs, power needs, lighting, power plug-in choices, etc.
✓ Items needed have been purchased or gathered by the student organization.
✓ Volunteer list finalized and a decision has been made about volunteer apparel (orange vests available from the Assistant Director of the Student Center)
✓ Parking information has been communicated by the organization to their possible guests.

• 1 week out:

✓ Final sit down meeting with all collaborators to review expectations, roles, and rules
✓ Confirm ticket sales and audience size
✓ Develop a minute-by-minute timeline and share with all collaborators and volunteers including:
  o Set-up/sound check times
  o Transition times
  o Take down and clean up

• Day of the event:

✓ All volunteers arrive 2 hours-45 min. early depending on set-up
✓ Assign, train, and supervise volunteers
✓ Conduct set-up of event
✓ Put up signage, displays, and registration materials
✓ Meet vendors to get them set up 1 hour early if applicable
✓ Designate door open time and place volunteers/people to greet guests and manage lines
✓ Take pictures/document the event
✓ Clean up event. Throw out trash/recycling or make sure all materials are in place and in good condition to return

• After/week following event:

✓ Debrief the meeting with all collaborators such as DPS, the student organization representative, the student organization faculty/staff advisor, facility manager, etc.
✓ Evaluate and assess the program (e.g. send out a survey)
✓ Compile all planning documents and place in a transition binder/shared drive

***NOTE on CANCELLATIONS: If at any point you need to cancel the event, let Event Planning and all collaborators know immediately. Depending on the time of cancellation, the Student Organization is responsible for all fines required by Event Planning’s, Department of Public Safety’s, and the Ticket Office’s policies.