

Event Planning Checklist

EVENT COORDINATION

- Yes No N/A Establish date, time, and possible locations for event with your advisor
- Yes No N/A Complete Use of Facilities Request (X4797) *(must be turned with an event flier)*
- Yes No N/A Complete A.S. Barbecue Guidelines form - \$25 fee *(available in Student Life Office)*
- Yes No N/A Complete A.S. Kitchen Requisition *(available in the Student Life Office)*
- Yes No N/A Complete A.S. Equipment Requisition *(available in Student Life Office)*
- Yes No N/A Complete A.S. Request for Funding form *(available in Student Life Office)*
- Yes No N/A Complete contracts for speakers, performers or vendors *(w/ advisor)*
- Yes No N/A Complete A.S. Requisition forms to process payments *(w/ advisor)*
- Yes No N/A Complete parking requests for off campus guests *(available in Student Life Office)*
- Yes No N/A Complete requests for audio/visula equipment through Media Services
- Yes No N/A Assign a setup crew (before event)
- Yes No N/A Assign a work crew (during event)
- Yes No N/A Assign a cleanup crew (after event)

COLLABORATION

- Yes No N/A Ask professors to offer extra credit for attending your event
- Yes No N/A Ask clubs to co-sponsor the event
- Yes No N/A Ask Mt. SAC departments if they are interested in helping

MARKETING

- Yes No N/A Fliers (must be approved and tstampd prior to distribution)
- Yes No N/A Banners (banners can be made free of charge in Bldg. 9C-dungeon)
- Yes No N/A Ask professors to announce event in class
- Yes No N/A Campus Cafe (with permission)
- Yes No N/A Distribute fliers at ICC meeting
- Yes No N/A Distribute fliers in club mail boxes and at club meetings
- Yes No N/A Electronic Marquee
- Yes No N/A KSAK radio
- Yes No N/A Mountaineer
- Yes No N/A Word of mouth

Any publicity should be posted, 10 days before the day of the event. Event publicity must contain the following information and must be approved by the Student Life Center Coordinator: A) the name of the College, B) Name of said event, C) The name/s of the event sponsor/s, D) Date and time of event, E) Location of event, and F) Contact information.

ASSESSMENT

Complete the event evaluation form available on the A.S. Website at as.mtsac.edu

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LOGISTICS

Do you need the following and have you done it?

- | | | | |
|------------------------------|-----------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Submit flier request <i>(at least two weeks before the event)</i> |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Requested a cash box and change |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Order food and drinks |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Purchase decorations (balloons, table clothes, centerpieces etc.) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Purchase door prizes |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Purchase plaques/certificate paper |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Have your fliers/posters/banners approved and stamped <i>(7 days before the event)</i> |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Select a person to emcee the event |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Develop a list of who you will recognized at the event |

Available indoor campus facilities

9C Stage Area

28-A, room 103

Available outdoor campus facilities

9C Patio Area

East of 9B

West of 9B