

Event Check List

Event Coordinator : _____

Name of event: _____

Dates of event: _____

Time of event: _____

Event location: _____ Capacity for space: _____

Rain date/location of event (if necessary): _____

Anticipated attendance (number): _____

Event co-sponsor(s): _____

Tickets Price: _____

Event description: (e.g. a party for members, guests and the campus community that will have cultural food, music and dancing. A 10 minute presentation by our advisor will open the event):

Student Learning Outcome or goal of event: (e.g. As a result of participating in (your event) students will demonstrate, understand, comprehend (fill in the blank)

Which part of your organization mission does this program relate to: (e.g. Cultural education to the campus community)

Target audience: (e.g. new students, members, advisor, potential new members)

Anticipated Cost: _____

(breakdown as much as possible)

Marketing (e.g. flier, media) _____

Have you filled out the appropriate room reservation form:

Has the reservation been confirmed:

Have you provided a detailed set up plan to the reservation manager:

Do you need an AV tech: Have you reserved the AV tech:

Does your event require an electrician – event management can help you with this

Is there a contract involved? If so, have you contacted USG or Student Life?

Food Service: Who's delivering/picking up/supervising/do you need linens/ utensils-

Is UPD needed? (must request) 2 weeks in advance (UPD union contracts)

Call to confirm your performers/bus/cosponsors/presenters/volunteers two business days prior

Have you communicated with your organization about staffing the event: _____

Decorations: what's your vision- prepare a box at least 2 days in advance (don't forget tape, scissors, etc.)If you need any materials assure they are approved for the room you are in.

Debrief in the next organization meeting about how it went and with your advisor

Congratulations on your program. Be sure to keep track of all your programs and pass them along to next year's executive board! If you need help with any of the portions of your program do not forget you can outreach to Student Life at studentlife@buffalostate.edu or stop by 400 Campbell Student Union during business hours.