Complex Event Planning Checklist https://eventcoordination.mtsu.edu/ Use this basic checklist to assist your group in planning a successful eve requires on this sheet, so brainstorm prior to starting your event planning Name of Event: Date of Event: Location of Event:		ing to make sure everything is covered!
	eral Rules & Regulations for Student Organizations INSTORMING (120 days out) Will the event work? Event Goals? How many people do you need to make the event happen? Does the event serve a need previously not met on campus? Do we have the resources (manpower, budget, facilities) to mak What measures are you taking to ensure you can pay your perform that is the anticipated attendance? Ticketed event? Money involved the event would work for the event? Contact Event Coordina If there is a potential venue available, put at tentative hold on the Are there other scheduled events that will compete with your ide	ormers and service providers upfront? blved? tor for ideas and availabilities e space by contacting the Venue Event Coordinator
BUC	Create a budget planning sheet Contact event service providers for estimates Check Guidelines to request Student Activity Fees Check Student Activity Fee Request Form Are you prepared/do you have the funding to pay any potential results.	equired deposits?
SCH	If not already completed, talk with appropriate room/space sched What size room do you need? What kind of tech needs do you have? What can you afford? If not already done, complete the required paperwork for the spathave you received your event/space confirmation? If not, check Schedule a meeting to go over your technical needs and room sequest catering/food needs Discuss possible Security needs with venue event coordinator Work with venue Event Coordinator to determine fire code capace Determine ticket distribution/sales options Schedule the travel arrangements for your performer (if necessal Book a hotel and/or make dinner reservations for your performer Determine needs for VIP/distinguished guests and flag etiquette Determine outdoor sound guidelines, if applicable Again, review for any competing events	on status with appropriate room/space scheduler etup/needs. Request table(s), tent(s), chair(s), etc. city and safety (develop plan for headcount and crowd control issues) ry), including a ride to/from the airport and/or hotel
FOR	MS (see Student Orgs <u>Handbook</u> and <u>University Policy pages</u> to <u>Application for Use of Facilities 25live</u> <u>MT Catering</u>	determine legalities)
ADV	ERTISING (45 days out) Posters/Flyers/Banners and other forms of outdoor advertising. Table/Literature distribution Campus Calendar	Check temporary signage guidelines

SHC	PPING (2 weeks out) Request/Confirm catering/food Supplies needed for your event: Silverware Cloths/Tables Napkins Cups Decorations (what is/isn't allowed in venue?) Cashbox Specific items/requests Other		
WEEK PRIOR ☐ Confirm reservations for room/space, catering, security, and other services/deliveries requested for the event			
	Contact the performer and make sure travel arrangements are confirmed Assign event shifts for group volunteers (setup, during, take down) Create any programs or fliers needed at the event Complete and confirm VIP Lists and RSVPs		
	OF EVENT		
	Pickup performer(s)/vendor(s) and transport to performance site Compile performer requests as needed Arrive early for event setup Meet vendors and service providers at the event and assist as needed Greet guests at the door/ticket takers HAVE FUN! Take photos and document the event		
AFT	 □ Do a post-event evaluation and make notes for improving the event the following year □ If awarded activity fees, be sure to complete the <u>Student Activity Fee Reimbursement Request</u> □ Keep receipts and pay all bills 		
	ENT CONTACTS		
	Venue Coordinator: Performer: Production: Catering: Other services/deliveries: Volunteers/Staff:		
NOTES			