

Complex Event Planning Checklist

<https://eventcoordination.mtsu.edu/>

Use this basic checklist to assist your group in planning a successful event. Remember, we may not have all of the specifics that your event requires on this sheet, so brainstorm prior to starting your event planning to make sure everything is covered!

Name of Event: _____ Purpose of Event: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____

General Rules & Regulations for Student Organizations

BRAINSTORMING (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 make it happen?
- What measures are you taking to ensure you can pay your performers and service providers upfront?
- What is the anticipated attendance? Ticketed event? Money involved?
- What venues would work for the event? [Contact Event Coordinator](#) for ideas and availabilities
- If there is a potential venue available, put at tentative hold on the space by contacting [the Venue Event Coordinator](#)
- Are there other scheduled events that will compete with your idea/event? Co-sponsor with other organizations/departments?

BUDGETING (90 days out)

- 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 required deposits?

SCHEDULING (60 days out)

- If not already completed, talk with [appropriate room/space scheduler](#):
 - 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 space/venue requested
- Have you received your event/space confirmation? If not, check on status with [appropriate room/space scheduler](#)
- Schedule a meeting to go over your [technical](#) needs and room setup/needs. Request [table\(s\)](#), [tent\(s\)](#), [chair\(s\)](#), etc.
- Request [catering/food needs](#)
- Discuss possible Security needs with venue event coordinator
- Work with venue Event Coordinator to determine fire code capacity and safety (develop plan for headcount and crowd control issues)
- Determine ticket distribution/sales options
- Schedule the travel arrangements for your performer (if necessary), including a ride to/from the airport and/or hotel
- 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

FORMS (see Student Orgs [Handbook](#) and [University Policy pages](#) to determine legalities)

- [Application for Use of Facilities 25live](#)
- [MT Catering](#)

ADVERTISING (45 days out)

- Posters/Flyers/Banners and other forms of outdoor advertising. Check [temporary signage guidelines](#)
- Table/Literature distribution
- Campus Calendar

