



## **IHP Student Club/Organization Event Planning Check-list**

### **Pre-Planning**

- Does this event represent the mission of the Club/Organization?
- Are there funds available for the program? Have monies been approved?
- Are there any other Clubs/Organizations on campus which may be interested in co- sponsoring this event?
- Is the selected date of the event the best time? Does it conflict with other programs on campus? With exams? Holidays?
- Is the desired space available?
- Has the program format been determined?

### **Arrangements**

- Has the room/setup been discussed with OSAS?
- Has an Event Request Form been completed and submitted to/approved by OSAS?
- Has a ticket sale process been determined?
- Have tickets been ordered/created?

### **Finances**

- Has funding been approved?
- Have purchase orders been prepared/submitted to OSAS?
- Have checks been requested? Are checks ready?
- Have arrangements been made for checks/cash to be turned in following the event?

### **Technical Requirements**

- Have arrangements for special electrical needs been discussed with the Assistant Director for Student Leadership Development (i.e. power outside etc.)?
- Have arrangements for audio visual needs been discussed with the media department and the Assistant Director for Student Leadership Development?

### **Entertainment**

- Have the entertainers/presenters been selected and confirmed?
- Have contract negotiations been completed?
- Have contracts been signed by the Assistant Director for Student Leadership Development?

### **Licenses**

- Have arrangements been made for a film license?

## **Publicity**

- Have flyers been designed/ordered? Approved by OSAS?
- Have volunteers signed up for posting flyers around campus according to the poster policy?
- Have you notified OSAS that you would like the event added to iTV?
- Have volunteers signed up for removing posted flyers from around campus following the event?
- Have you added the event to the calendar on the Student Life D2L Portal?

## **Decorations**

- Have materials been ordered?
- Have plans been made to prepare decorations?
- Has the decorating committee assigned tasks to tap the talents of its members?
- Do decorations comply with safety regulations?
- Have arrangements been made to remove decorations following the event?

## **Refreshments**

- Have arrangements been made with OSAS?
- If you are planning to bring your own refreshments, have you taken into account allergies?

## **Guests**

- Has the guest list been prepared with accurate spelling of names, titles, etc.?
- Is there enough time to address the invitations and to be mailed?
- Have hosts been assigned for the event?
- Have the hosts been informed of their responsibilities?

## **Work Schedules**

- Have committee members been notified as to when they are working?
- Is there a clean-up committee? Do they know what is to be cleaned?

## **Post Program**

- Have all monies been turned in to OSAS for deposit?
- Has a social function report form been completed and turned in to the Student Life?
- Have all checks been issued, picked-up, delivered?
- Has all borrowed equipment been returned?
- Have all thank you notes/letters been sent to the appropriate people?