

Event Planning To-Do List

-The following is a suggested to-do list for standard programs that we ask that you keep in mind-

-You are not required to turn this in-

-Anything in bold is a requirement-

3-6 Weeks before Event:

- Decide location, concept, and what is needed
- Fill out Event Proposal and turn into SAIL**
- Reserve indoor/outdoor space
- Complete contracts
- Design Fliers
- Get info to contact for Student Org Event Calendar**
- Request necessary funds**

1-3 Weeks before Event:

- Print and put up all advertisements
- Order any food or drinks
- Get all supplies needed
- Ensure that you have all tech/security/additional props needed ready to go

Day of Event:

- Set-up space
- Pick up food
- Make sure that your performer/stage/event is ready to go
- Have fun
- Clean up and put space back to normal
- Turn in evaluation form**