

Student Club Event Planning Checklist

Six Weeks to a Month Ahead		Date	Person(s) Responsible
	Determine purpose and event plan		
	Develop budget and marketing strategy		
	Determine volunteer needs		
	Timeline created		
	Request room reservation		
Three Weeks in Advance		Date	Person(s) Responsible
	Turn in any contract information		
	Turn in publicity requests		
	Process requisition requests for payment		
	Request photo shoot needs		
	Place catering requests		
One Week in Advance		Date	Person(s) Responsible
	Finalize your agenda or program		
	Give and confirm final staff assignments		
	Create signage		
	Check on final payment arrangements		
Day of Event		Date	Person(s) Responsible
	Check room to make sure that all equipment and arrangements are in place		
	Post directional signs as needed		
	Check on food and entertainer's special needs		
	Check that greeters are in place with pens, comment cards, etc.		
	Secure any payments due that day		
	Check that photography is in place		
	Check all decorations are in order		
After Event		Date	Person(s) Responsible
	Remind participants to fill out comment cards		
	Secure all pens, materials and monies		
	Deposit monies as soon as possible		
	Check and remove any garbage		
One to Two Weeks After		Date	Person(s) Responsible
	Send "Thank You" notes		
	Have a meeting to review the event for improvements in the future - debriefing		