

Event Planning

Event: _____

Sundown Time _____

Date: _____

Contact person (President): _____

Phone #: _____ Email: _____

Contact person (Other): _____

Phone #: _____ Email: _____

Please meet with the following individuals and bring report back to the Office of Student Life and Activities one week prior to the event.

Due Back Date: _____

Office of Student Life and Activities

Student Center

Kari Shultz

- theme of evening
- budget & purchasing
- decorations
- logistics
- poster/advertisement
- final check
- setup arrangements
- cleanup arrangements
- lock and unlock doors

Signature

Budget agreement: _____ Submit Budget for Event: _____

Return receipts/money: _____ (Tax Exempt)

Ways to handle purchases for events:

- Provide list of items to be purchased to the Director of Student Life & Activities.
- Members pay for the items and the Director of Student Life & Activities will reimburse in cash or check.
- Give President no more than \$200 cash. Money and receipt (minus tax) must be turned in the Monday after the event.
- Adviser purchases items on university credit card and the Director of Student Life & Activities will reimburse.

Follow up meeting date: _____

Signature _____

President or Contact Person

Office of Student Life and Activities

Event Planning

Area	Location	Contact
Service Department -bleachers -chairs -schematic of event -staging -tables -trash cans	Service Department: Industrial Drive	Donnie Lighthall Dennis Schreiner _____ Signature
Audio/Visual -lighting -mikes -soundchecks arranged -special needs -program outline	Campus Services: Industrial Drive	Gary Horinouchi Nick Evenson _____ Signature
Facility -plan of activities -setup arrangements -cleanup arrangements	lles Student Park Other _____	Phil Garver Sharon Robberson _____ Signature
Fire Safety -take schematic of area -all issues of safety	Campus Services: Industrial Drive	David Houtchens _____ Signature
Music Screening -music selection -program content	Wood Hall	Peter Cooper _____ Signature
Adviser Informed -go over program -Attend the program -consult with details -discuss clean up		 _____ Adviser Signature
Clean up list -all tasks to be done after program		