# CLUB EVENT CHECK LIST

**CLUB:**_____
**PROGRAM:** _____
**DATE:** _____
**TIME:** _____
**LOCATION:** _____

## Room Reservation Form:
**3 Weeks in advance**
○ Form completed
○ Room confirmed _____
○ Police notified
○ Facilities notified
○ Media notified

## Physical needs: **please attach a diagram of the requested set-up.**
○ Tables _____
○ Chairs _____
○ Podium
○ TV, VCR
○ Microphone(s)
○ Sound system
○ Overhead projector/screen
○ Easels

## Food & Decorations
○ Food ordered
○ Food purchased
○ Paper goods-napkins, plates, cutlery, tablecloths, etc.
○ Decorations-flowers, candles, etc.

## Publicity
○ Ad in ETC newspaper
○ Advisor e-mail campus
○ Student e-mail
○ Flyers ordered/made
○ flyers distributed
○ Posters ordered
○ Posters hung
○ Banner ordered
○ Banner hung
○ Electronic sign in the PIT

## Fundraiser Form
2 weeks in advance to Student Life
Your final report along with a deposit slip from the business office is due to Student Life within 3 days after the event/

○ Form completed
○ Advisor request cash box if necessary
○ Fundraiser approved
○ Money deposited into the club account.
○ Final report completed-attach copies of deposit slip and any expense receipts.
○ Reimbursement requests completed

## Vendor Needs:
○ Invoice requested/received
○ W-9 Form on file
○ Vendor Check Request completed

## Event needs
For a guest speaker/performer

Set Up Time:_____
Clean Up Time:_____
Speaker Intro:_____
○ Easel and sign
○ Water, glass, pitcher
○ Than You Note written

## Miscellaneous
○ If travel is involved in your plans, please make an appointment with your liaison as soon as possible.

## Notes:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

## Additional Info:
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____

Updated 7/09