Student Organization Event Planning Checklist

Student Organization: _________________________________________________________

Co-Sponsors (if any): _________________________________________________________

Name of Event: _______________________________________________________________

Date of Event: ________________________________________________________________

Event Lead and Cell Number: ____________________________________________________

Time of Event: ___________________________ Number of People Anticipated: _________

Facilities:

Person/Committee responsible: _____________________________________________________

☐ Download the Advertising Checklist

☐ Location Reserved: ___________________________________________________________

☐ Room/location Setup needs (tables, chairs, stage, etc.) __________________________

☐ Audio/Visual Equipment needs (if necessary) _________________________________

Advertising:

Person/Committee responsible: _____________________________________________________

☐ Graphics/posters created

☐ 60 posters printed and turned into OSE by Mondays at 9am

☐ Event added to MSU Calendar

☐ Graphic sent to OSE for SUB TV advertisements

☐ Conference Event Services Poster Case reserved (contact Conference Event Services)

Food:

Person/Committee responsible: _____________________________________________________

☐ Menu selected: _____________________________________________________________

☐ Order placed (date): _______________________________________________________

☐ Headcount confirmed: _______________________________________________________

☐ Alcohol request form completed and policies followed

If you need support in planning your event, please contact the Office of Student Engagement at studentorgs@montana.edu or 406-994-2933.
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Volunteers/Staff (if needed):

Person/Committee responsible: ________________________________

☐ Volunteers: ____________________________________________
☐ Professional Staff: _______________________________________

Hosting a Speaker/Panel/Lecture?

Person/Committee responsible: ________________________________

☐ Is an honorarium required before the event? Be specific as to what’s included.
☐ Are they coming from out of town? ________________________________
  ☐ Do they need accommodations/hotel? ____________________________
  ☐ Rental car/picked up from airport? ______________________________
☐ Do they have specific A/V needs? _________________________________

Budget:

Person/Committee responsible: ________________________________

☐ Student Organization Funding requested (date): ______________________
☐ Amount approved: $____________________________________________
☐ Donations (if applicable): _________________________________________
☐ Ticket sales and incoming revenue (if applicable): ____________________

<table>
<thead>
<tr>
<th>Budget</th>
<th>Actual Cost</th>
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<tbody>
<tr>
<td>Venue</td>
<td></td>
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<tr>
<td>Entertainment/Speaker</td>
<td></td>
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<tr>
<td>Equipment (AV, stage, etc.)</td>
<td></td>
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<tr>
<td>Security</td>
<td></td>
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<tr>
<td>Food and Beverages</td>
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<tr>
<td>Alcohol</td>
<td></td>
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<tr>
<td>Decorations</td>
<td></td>
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<tr>
<td>Supplies and Materials</td>
<td></td>
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<tr>
<td>Marketing</td>
<td></td>
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<tr>
<td>Other Expenses</td>
<td></td>
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<tr>
<td>TOTAL</td>
<td></td>
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</tbody>
</table>

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After the Event:

Person responsible: _____________________________________________________________

☐ Return all equipment
☐ Thank-you notes to sponsors and volunteers
☐ Process financial paperwork
☐ Reflect as a group! How did the event go? Were your event goals met? Is there anything you would do different?
☐ Keep it sustainable! Make a checklist for incoming leaders to have the event again.

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