

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): _____

	Budget	Actual Cost
Venue		
Entertainment/Speaker		
Equipment (AV, stage, etc.)		
Security		
Food and Beverages		
Alcohol		
Decorations		
Supplies and Materials		
Marketing		
Other Expenses		
TOTAL		

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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.