

Chronological Event Planning Checklist

Student Involvement and Leadership ♦ getinvolved.wustl.edu  Washington University in St. Louis.

Name of Event: _____ Brief Description: _____

Date of Event: _____ Time: _____ am/pm to _____ am/pm Location: _____

Open to Non-WU Community: Yes _____ No _____ Attendance: _____ Overall Cost: _____

Alcohol Served: Yes _____ No _____ Outside Noise Amplification? YES times: _____ am/pm to _____ am/pm NO

Sponsoring Organizations: _____ Today's Date: _____

Beginning of Semester

Date Completed By

Tasks to Accomplish

At least 2 members of your organization will need to attend an alcohol training workshop in order to have alcohol at any events _____

Publicity

List your event in the student planner (must happen in the spring of the year previous) _____

6 Weeks or MORE Before Event

Initial Planning Steps

Meet with Student Organization Advisor _____

Select ideal date, time, and location for the event and check events calendar at spark.wustl.edu _____

Review appropriate university policies (i.e. alcohol, city ordinances) _____

Budget

Assess your budget and decide amount to allot for event _____

Figure out ways to fundraise if budget not sufficient (includes donations, SU, etc.) _____

Explore co-sponsorships with other student organizations _____

Contacts or Arrangements to Make

Contact artists and performers you are considering for your event _____

Choose the performer you would like, acquire a contract, rider, and technical rider for their performance, as well as discuss any extra services you would like them to provide such as interviews with media groups, meet and greets, etc. _____

Discuss the rider with performer and determine what hospitality items you will need _____

Discuss the terms of merchandise sales (who sells, how profits will be divided) _____

Recruit event staff and assign duties _____

4 Weeks or More Before Event

Space Reservations

Reserve the space(s) you want for your event (including hospitality rooms) through Event Services, Residential Life, or appropriate academic building/off-campus location, as well as any spaces you might need for publicity (underpass, Oak Walk, dining locations, Mallinckrodt and Wohl tables) _____

Meet with department heads to reserve any non-common space you need _____

Location Contact

Academic Buildings	
Architecture	x 6205
Arts and Sciences	x 6820
Business School	x 5770
Engineering	x 7974
Grad ArtSci	x 6821
Knight Center	x 4731
Law School	x 6483
University College	x 6720

Location	Contact
Event Services	x 5234
Graham Chapel	Prince #6
Holmes Lounge	Prince #7
Gargoyle	McMillian Cafe
Mallinckrodt 100 A	Rettner Catering Kitchen
Lambert Lounge	Retner Gallery
Umrath Lounge	Women's Bldg Formal Lounge & adjoining
Shoenberg Gallery	

Location Contact

Location	Contact
Alumni House	x 5277
Athletic Complex	x 4553
Campus Y	x 5010
Edison Theater	x 6564
Hillel Center	x 9044
Office of Student Activities	x 5994
S-40 Residential Life Spaces	x 5050
SGH Residential Life Spaces	x 8828

4 Weeks or More Continued

Date Completed By:

Contacts or Arrangements to Make

- Inform WUPD of the time/date, location, event, and if it will exceed 50 participants or serve alcohol
- Contact B & D Security for an event larger than 50, an event with talent, or an event with alcohol
- Decided what types of services you need for your event and contact Aramark, Top Care, Maintenance, Bon Appetit, on-campus equipment providers, outside vendors, as appropriate (a list of preferred vendors can be acquired in the Student Union office or in SIL). Collect price quotes.
- Decide what type of sound, lighting, staging, projectors, etc may be needed
- Contact Media Services (x 7427) or outside vendor if not available
- Contact Student Involvement and Leadership (SIL) and fill out proper paperwork for events with alcohol, event registration, contracts, etc.
- Arrange for transportation and hotel if needed
- Set the performance time, or schedule if there is more than one performer
- Reserve a location for hospitality of performer (this may be a dressing room)
- Assign responsible contacts for event

Tasks to Accomplish

- Review contract, make any noticeable changes to the agreement you made with contractor
- Design any items you might need such as fundraising items, graphics, decorations, banners, t-shirts, etc.
- Order any items that will need to be shipped or processed such as t-shirts, stickers, prizes, etc.
- Reserve a space to sell items (if needed)
- If needed, print up tickets for your event
- Reserve a space to sell tickets

Publicity

- Ask for a press packet to promote event, update the website, register the event on Spark, word of mouth, print t-shirts (either professionally or via iron-ons)

10 Days or MORE Before Event

Contracts and Payments

- Give copy of contract to SIL and sign-up for a time to meet with a staff member
- Meet with SIL Staff Member and pick-up signed contract
- Submit a financial request for each vendor/performer/speaker/food service provider, etc. (purchase order with contract to funding source (Student Union Business Manager)
- Mail contract back to vendor and keep a signed copy for your student group files
- Pick-up check from files near Student Union business manager's office
- Notify each contractor of their purchase order number or give performer/vendor/artist check upon receipt of services (Document on Vender and Services Detail form)
- Fill out and turn in expense report for student group services
- Purchase hospitality items and other supplies needed (tape, markers, etc.)
- Order Wristbands from SIL for event

Confirmations

- Schedule when you will sell tickets or fundraising items and who will sell at what times
- Confirm all services are contracted and planning to attend
- Arrange and confirm delivery and pick-up times and locations with each vendor or student groups providing services
- Arrange for a meeting time with performer/artist (will this be on campus, do you need to pick them up at hotel, etc.)
- Confirm performance time and other logistics with the talent; Mail contract back to vendor
- Make Contact List and Staffing Schedule

Publicity

- Post flyers and put in res. hall mailboxes, table in Mallinckrodt and Wohl, send press releases to student media groups, send email blast reminders, list event on campus events calendars such as Red Alert and The Link, take out a Facebook announcement, word of mouth

Week of Event or Before

Date Completed By:

Tasks to Accomplish

- Order wristbands for event through SIL.
- Purchase hospitality items (follow refreshment requirements on contract rider if applicable).
- Pick-up a cash box
- Make chart to track sales
- Pick-up any keys/confirm card access to anywhere you will need to access (Event Services)
- Sell your items and deliver them to purchasers if applicable

Arrangements to Make

- Meet the vendor to make sure arrangements are in order
- Arrange a meeting with Washington University Police Department (WUPD), SIL, and other vendors, as appropriate to go over event plans and security needs.

Publicity

- Paint the Underpass, hang banners in Mallinckrodt, Wohl, or Oak Walk (Bring to Event Services on Tuesday before 5pm)
- Place table tents in dining locations (After approval)

2 Days Before Event

Tasks to Accomplish

- Make a schedule of expected deliveries that includes a list of contact numbers in case there are problems (May use SIL Vendor and Services Details form).
- Make a staffing schedule and contact list
- Pick-up wristbands
- Purchase necessary supplies (tape, markers, napkins, plates, nametags, etc.)

Day of Event

Tasks to Accomplish

- Put hospitality items in greenroom or hospitality location
- Meet with someone from each service provider to go over what you want them to do
- Meet vendors to make sure plans are in order
- Meet vendor to make sure everything is set-up and taken down properly
- Work with sound, light, and staging crews to make sure set-up is smooth
- Meet performer/artist in advance of show to make sure everything is in order
- Meet your deliveries
- Brief your staff and security about how the event will go and what to expect
- Set-up your event area, including various entrances if required (including wristbands)
- Post signs directing people to your event, to restrooms, and other necessary points
- Clean-up

As Soon After the Event as Possible

- Return any keys or cards, as well as anything borrowed or rented
- Fill out and turn in expense reports if renting a space with a fee
- Fill out and an expense report and give Edison Theatre a PO for ticket revenues
- Confirm that everyone has been paid (artists, vendors, etc.)
- Deposit any fundraised money into your student group account
- Write an evaluation of the event for future reference
- Organize your records
- Send Thank You cards as appropriate
- If event had alcohol, meet with a SIL advisor to complete the mandatory debriefing meeting
