

CHECKLIST FOR EVENT PLANNING

(Please consult the following guidelines when planning events.)

Three Weeks in Advance

** Complete Request Event Form in Student Life. (Also available on-line at www.rmu.edu.)

The Student Life office will assist you in planning your event.

- _____ Set up a list of tasks to divide between members of your group to do for the event. (ex. Marketing, Food, Entertainment, room setup/decoration)
- _____ Organize/place order for food/beverages you may have at the event. Consult with Student Life to make appropriate arrangements with University Dining Services (if appropriate)
- _____ Create guest list and price per person if necessary.
- _____ Create marketing strategies for promotion of event. (ex. Flyers, E-mail, Invitations, RMU Talks, etc.) Consult Student Life for approval or assistance.
- _____ How will you be decorating? Do you have a theme? Audio/Visual Needs?
- _____ Confirm if Advisor will attend. (You may be required to have an advisor present for certain types of events.)

Two Weeks in Advance

- _____ Advertise your event (Who, What, Where, When, Why) Use a variety of strategies.
- _____ Sell tickets (1-3 days of selling if you are selling/fundraising)
- _____ Make sure entertainment is compatible (Dj/cater enough space/outlets)
- _____ Confirm event information with invited guests. (time/directions/place, Dj, speaker, etc)
- _____ Buy Supplies (cups/plates, balloons, table covers, streamers, etc)

One Week Prior

- _____ Confirm number of guests.
- _____ Confirm catering with Student Life (if applicable.)
- _____ Review guest list, make sure you didn't forget anyone (Advisor/Supervisor)
- _____ Finish ticket sales, confirm final number
- _____ Finalize the program for event (ex. 8pm Introduction, 8:30 dinner etc)
- _____ Finalize your volunteer staff's duties (ex. Joe will do check in, Martha helps the Dj)
- _____ Re-market your event... (reminder flyers/emails)
- _____ Confirm any audio/visual needs with Student Life.
- _____ Request use of Student Life helium tank (if needed).

Day of Activity

- _____ Have set up of room completed 1 hour before event (include entertainment)

- _____ Make sure your volunteer staff duties are clear and ready to go.
- _____ Clean-up/ thank guests.
- _____ Have payment for entertainment ready. (if appropriate)
- _____ Handle any payment arrangements.
- _____ Thank you gifts, if appropriate.
- _____ Nametags/Signage/Handouts/Pens & Pencils/Programs

Post Event

- _____ Send thank you notes to your volunteers/speakers.
- _____ Get feedback from volunteers, organization members and guests.
- _____ Evaluate the event (What could we have done differently? Better? Changes?)

Contact the Office of Student Life at 412-397-4352 or studentlife@rmu.edu for assistance with your event planning.