



445-3324

Mandatory Event Check List for Student Clubs

You must plan in a timely manner for your event to be approved

Event Chair: _____ Date/Time of Event _____

1. 2 – 6 months prior – start planning event

Date Started: _____

Give at least 2 months lead time for a small, simple event like a bake sale or car wash –avoid competition with other clubs doing the same type of event, or other events on campus that might distract from your event.
Give at least 4-6 months lead time for a big fundraiser with community participation -*especially* if you need to access your fundraising monies for a big expenditure (attending a conference or scholarships etc..)

- _____ discuss the details and the goal of the event with your club & advisor
- _____ create an event binder to keep everything organized
- _____ fill out the ASWN Event Request Form and turn in to ASWN Advisor for approval- Dini 105
- _____ fill out the Foundation Fundraising Request Form if applicable –give to Foundation Office-Bris 145
- _____ set up your estimated budget and get approval from your club advisor
- _____ decide who will be on your event committee (3 to 6) – you cannot & should not do it alone!

2. 1 – 6 months prior - Set up your event

Date Started: _____

- _____ reserve the location, through facilities – requires an emailed work order – need administrative help
- _____ reserve the equipment through media –requires an online work order – need administrative help
- _____ reserve tables and chairs through B&G- requires an online work order – need administrative help
- _____ create a basic flyer (who, what, where, when) give this to the *treasurer to start any purchase orders*
- _____ create a sign up sheet and send to your group for specific needs you have for your event
- _____ schedule weekly or bi-weekly meetings with your planning committee

3. 2 - 3 months prior – Advertise Advertise Advertise!

Date Started: _____

- _____ create posters: flyers, handbills ---NEED APPROVAL BY ASWN ADVISOR BEFORE POSTING _____
- _____ other advertising ideas: for example: CDs, clothespins, etc. (talk to ASWN for ideas)
- _____ contact marketing at 445-3235 to help promote the event (campus TVs, newspaper, WNC website)

4. 2 - 4 months prior - Purchasing & Budget*STOP****see separate checklist for purchasing**

- _____ know what is in your club account and your "gift account" – the treasurer should have this info
- _____ 2- 3 weeks before - need supplies? Main vendors are Walmart, Dollar Store, and Costco
- _____ treasurer initiates purchase orders or procard (credit card) purchases –need administrative help
- _____ buying food? See purchasing checklist for rules.

5. 1 Week before the event

Date Started: _____

- _____ meet with your committee to go over this checklist and duties
- _____ remind /text your volunteers to be at the event (dressed appropriately)
- _____ confirm facility – call 445-4423 or 445-4403
- _____ keep promoting! Use facebook etc...this is the last week you have to generate interest

6. Day of the event

- _____ as the chair, you must stay for the entire event. Arrive early to organize your volunteers.
- _____ make sure everyone who signed up is coming, send out reminder texts and/or call the day before
- _____ have a camera – take photos!

****SEE CLUB MANUAL FOR more DETAILS****

7. After the event

- _____ leave the location as clean as possible
- _____ turn in any fundraising monies to the Foundation Office immediately. Do not hold onto cash!
- _____ complete the post-fundraising form and turn into the Foundation Office. Do not procrastinate!
- _____ make sure that all the flyers and posters are taken down immediately
- _____ write thank you notes as needed (fundraiser? See the Foundation Office for help)
- _____ send an email summary of the event to the ASWN advisor; your event could be considered big news!
- _____ do an evaluation of the event with your group. What went well? What didn't go well? etc...

"Delaying an easy thing makes it difficult. Delaying a difficult thing makes it impossible." Remember, ASWN is here to support your club.