Mandatory Event Check List for Student Clubs

445-3324

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 purchases*
_____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  Date Started:_____________________
_____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  Date Started:_____________________
_____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  Date Started:_____________________
_____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.