

SRJC Student Life, Equity, & Engagement
Event Planning Checklist ✓✓✓

Semester _____ Year _____

EVENT NAME:	Date/Time	LOCATION:	ADVISOR/STUDENT:
Task	Date Submitted/ Initials	Date Approved/ Initials	Comments
Identify Faculty/Staff Advisor • Advisor Contact Info:			
Complete and Submit Event Application • Fundraising Approval			
Create Budget & Submit Funding Proposals • Identify Source • Submit proposals			
Identify Faculty & Staff Partners • Offer Extra Credit? • Bring a class? • Submit a Flex Credit Proposal			
Confirm Service Details: <i>Custodial, Table, Chairs, & Backdrops</i>			
Confirm Service Details: <i>Media & Technology</i>			
Confirm Service Details: <i>Parking & Security</i>			
Initiate, Sign, and Route Performance Agreements or Professional Service Contracts			
Submit a Promotional Materials Design Request (or have someone in your group create flyer/postcard, etc.)			
Submit Food Service Request • Approval to Use Other Catering Company • Arrange for advisor or student to serve food			
Develop Student Learning Outcomes (SLO) • How will you know if they've been achieved?			
Purchase supplies, printing, etc.			
Identify Extra Credit Opportunities for Students			
Request Flex Credit for Faculty			
Purchase Decorations			

Create a schedule and staffing plan for the event			
Promote! Promote! Promote! - BearFacts Student eNewsletter - Digital displays - Student Life and club social media - DL.STAFF.ALL emails - Posters/post cards - In class announcements - Partner with faculty to bring classes, offer extra credit, or make it part of an assignment.			
Consider providing an opportunity for evaluation & feedback			