

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 <ul style="list-style-type: none"> Advisor Contact Info: 			
Complete and Submit Event Application <ul style="list-style-type: none"> Fundraising Approval or Support Needed? 			
Create Budget & Submit Funding Proposals <ul style="list-style-type: none"> Identify Funding Source Submit Funding Proposals 			
Identify Faculty & Staff Partners; can they: <ul style="list-style-type: none"> Offer Extra Credit? Bring a class? Create a related assignment? Receive Flex Credit? 			
Confirm Service Details: <i>Custodial, Table, Chairs, & Backdrops</i>			
Confirm Service Details: <i>Media & Technology</i>			
Confirm Service Details: <i>Risk Management</i>			
Confirm Service Details: <i>Parking & Security</i>			
Initiate, Sign, and Route Any Performance Agreements or Professional Service Contracts			
Submit a Promotional Materials Design Request to Public Relations (or have someone in your group create flyer/postcard, etc.)			
Submit Food Service Request <ul style="list-style-type: none"> Approval to Use Other Catering Company Arrange for advisor or student to serve food 			
Develop Student Learning Outcomes (SLO) <ul style="list-style-type: none"> 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			
<p>Create a schedule and staffing plan for the event</p> <ul style="list-style-type: none"> • Who can set up and who will break down? • Who can work at the registration or main sponsorship table? • Who will MC? • Who will provide tech support? 			
<p>Promote! Promote! Promote!</p> <ul style="list-style-type: none"> • BearFacts newsletter • MySRJApp • 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 (see above). • Contact Public Relations for possible inclusion in social media and website 			
Consider providing an opportunity for evaluation & feedback			