

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

Semester \_\_\_\_\_ Year \_\_\_\_\_

EVENT NAME:	Date/Time	LOCATION:	LEAD ADVISOR/STUDENT:
Task	Suggested Timeline	Date	Notes
Identify Faculty/Staff Advisor • Advisor Contact Info:	6 weeks in advance		
Create Budget & Submit Funding Proposals • Identify Funding Source • Submit Funding Proposals	5 weeks In advance		
Develop Student Learning Outcomes (SLO) • How will you know if they've been achieved?	4-5 weeks in advance		
Identify Faculty & Staff Partners; can they: • Offer Extra Credit? • Bring a class? • Create a related assignment? • Receive Flex Credit?	4 weeks or more in advance		
Confirm Service Details: <i>Custodial, Table, Chairs, &amp; Backdrops</i>	3-4 weeks in advance		
Confirm Service Details: <i>Media &amp; Technology</i>			
Confirm Service Details: <i>Risk Management</i>			
Confirm Service Details: <i>Parking &amp; Security</i>			
Is equipment from the Warehouse or Student Life Equipment needed?			
Submit Event Application to Javier Rodriguez • Attend the Events Workgroup or schedule an event space walk through if necessary.	Min 3 weeks		
Initiate, Sign, and Route Any Performance Agreements or Professional Service Contracts	3 weeks in advance		
Submit a Promotional Materials Design Request to Public Relations (or have someone in your group create flyer/postcard, etc.)	Following approval		
Submit Food Service Request • Approval to Use Other Catering Company • Arrange for advisor or student to serve food	2-3 weeks		

Purchase supplies, printing, etc.			
<p>Create a schedule and staffing plan for the event</p> <ul style="list-style-type: none"> <li>• Who can set up and who will break down?</li> <li>• Who can work at the registration or main sponsorship table?</li> <li>• Who will MC?</li> <li>• Who will provide tech support?</li> </ul>			
<p>Promote! Promote! Promote!</p> <ul style="list-style-type: none"> <li>• BearFacts newsletter</li> <li>• MySRJCAApp</li> <li>• Student Life and club social media</li> <li>• DL.STAFF.ALL emails</li> <li>• Posters/post cards</li> <li>• In class announcements</li> <li>• Partner with faculty to bring classes, offer extra credit, or make it part of an assignment (see above).</li> <li>• Contact Public Relations for possible inclusion in social media and website</li> </ul>			
Consider providing an opportunity for evaluation & feedback			