Student Organization Event Planning Checklist

Event Conceptualization
- Create an event idea that clearly aligns with your organization’s mission, goals, and values.
- Consider if there are other groups on campus that would be beneficial to collaborate with including other organizations, offices, departments, or off-campus sponsors.

Budget
- Determine how you plan to fund the event (i.e. revenue, annual budget, donations, etc.). Be sure to only plan events with money you already have in your organization’s budget.
- Design a budget for the event with sections outlining your various anticipated costs. (i.e. catering, decorations, supplies, music, rentals, etc.)
- Request funding from the Student Budget Committee, Coke Funding, and/or request Coke Product.

Date/Time/Location
- Meet with Conference and Events or other campus office that controls the reservations for your desired space to see if space is available.

Approvals
- Any events planned to continue past midnight must be registered and approved through the Late Night Committee. All requests must be in one month before the event so that a meeting with the committee can occur at least two weeks before the event. A link to the form can be found on the Office of Campus Activities Website.
- Any food purchases or donations that are not through BGSU Dining will need to be requested and approved. The Standard Food Policy Exception form can be acquired from Conference and Events.

Delegate Tasks
- Create committees, work groups, or delegate tasks.

Supplies
- Make a list of required materials.
- Check in organization storage space and with other organization members to determine if you already have some of the supplies you need.
- Create a plan for how you will purchase any remaining supplies needed, who will purchase the items. If members purchase items for the event that will require reimbursement, remind them to save their receipts.

Volunteers
- Create a staffing plan for the event. Start by determining what jobs you will need to be filled during the event and how many people you need for each job. Decide what time each job assignment will need to arrive and how long each shift will be.
- Consider reaching out to other groups to assist in staffing if your organization does not have enough members to staff the event on its own.
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Advertising

• Print posters and fliers. Copies can be made on campus from Stampers or by printing print in the Student Organization Suite for $.03 per page. The Org Suite only offers black and white printing and requires a copy code. To obtain a copy code, please contact the Office of Campus Activities.

• Table tents in the Falcon's Nest and posters to hang in the Student Union are approved by the Bowen-Thompson Student Union Information Desk.

• Submit a PowerPoint slide to the Axis TV's in the Bowen-Thompson Student Union.

• Submit a JPEG to the Dining Services LCD Screens.

• Reserve a banner or window splash through Conference and Events.

• Submit a Campus Update.