CLUB EVENT CHECKLIST

PROGRAM: _____
DATE: _____
TIME: _____
LOCATION: _____

Room Reservation Form: 2-3 Weeks in advance

○ form completed

○ room confirmed _____

Physical needs: please attach a diagram of the room set up.

○ tables _____

○ chairs _____

○ podium

○ TV, VCR

○ microphone(s)

○ Sound system

○ overhead projector/screen

○ easels

Event needs

For a guest speaker/performer:
Set up: _____
Clean up: _____
Introduce speaker: _____

○ Easel and sign

○ Water, glass, pitcher

○ Thank You notes written

Food & Decorations

○ Food ordered

○ Food purchased*

○ Paper goods-napkins, plates, cutlery, tablecloths, etc.

○ Decorations-flowers, candles, etc.

Publicity

○ Ad in ETC newspaper

○ Advisor e-mail campus

○ Student e-mail

○ Marquee-see your liaison

○ marquee completed

○ flyers ordered/made

○ flyers distributed

○ posters ordered

○ posters hung

○ banner ordered

○ banner hung

○ electronic sign in the PIT

Fundraiser Form

2 weeks in advance. Submit a final report the day after the event.

○ Form completed

○ Fundraiser approved

○ Money deposited into the club account.

○ Final report completed-attach copies of deposit slip and any expense receipts.

○ Reimbursement requests completed

*Don't forget DCCCD Purchasing Rules.

○ Always be sure to ask if the vendor will accept purchase orders.

Miscellaneous

○ Activity Report submitted to SPAR

○ If travel is involved in your plans, please make an appointment with your liaison as soon as possible.

Notes:

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