CLUB EVENT CHECK LIST

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

Room Reservation Form:
3 Weeks in advance
○ Form completed
○ Room confirmed _____
○ Police notified
○ Facilities notified
○ Media notified

Physical needs: **please attach a diagram of the requested set-up.**
○ Tables _____
○ Chairs _____
○ Podium
○ TV, VCR
○ Microphone(s)
○ Sound system
○ Overhead projector/screen
○ Easels

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
○ Flyers ordered/made
○ Flyers distributed
○ Banner ordered
○ Banner hung
○ Electronic sign in the PIT

Fundraiser Form
2 Weeks in advance
Final report with a deposit slip from the business office is due to Student Life 3 days after the event

○ Form completed
○ Advisor request cash box if necessary
○ Fundraiser approved
○ Money deposited into the club account.
○ Final report completed-attach copies of deposit slip and any expense receipts.
○ Reimbursement requests completed

Vendor Needs:
○ Invoice requested/received
○ W-9 Form(**2011** version on file)
○ Vendor Check Request completed

Event needs
For a guest speaker/performer

Set Up Time:_____
Clean Up Time:_____
Speaker Intro:_____
○ Easel and sign
○ Water, glass, pitcher
○ Than You Note written

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

Notes:
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Additional Info:
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