

## ***Event Planning Check List***

### **Planning Stage**

#### **(3 Weeks Prior to event)**

- **Make sure money has been allocated by SGA for event**  
(<http://rucsga.camden.rutgers.edu/>)
- Check Campus Wide event calendar before scheduling a date
- Reserve the accommodating venue for event the with the Reservationist ([reserve@camden.rutgers.edu](mailto:reserve@camden.rutgers.edu))
- **Room Needs ([reserve@camden.rutgers.edu](mailto:reserve@camden.rutgers.edu))**
  - AV equipment
  - Tables
  - Chairs
  - Food (attach dining menu as pdf)
  - Electrician if needed

#### **(1 Week Prior to event)**

- **Marketing the Event**
  - Fliers
  - Posters
  - Lawn signs
  - E-mails
  - Powerpoint on Flat Screens (BSB, Camps Center and Residents Hall)
  - Advertisement in Gleaner
  - What's Happening??? (e-mail Pat @ [pwallace@camden.rutgers.edu](mailto:pwallace@camden.rutgers.edu))
  - REACT (e-mail Mary Falls @ [mfalls@camden.rutgers.edu](mailto:mfalls@camden.rutgers.edu))
  - Vendor Tables outside of dining([reserve@camden.rutgers.edu](mailto:reserve@camden.rutgers.edu))
  - Word of Mouth

## ***Event Planning Check List***

### **Week of Event**

- Ensure check has been cut for anyone who needs to get paid
- Re-Check to ensure all reservations are accurate and if any changes need to be made

### **Day of the EVENT**

- Club/Organization Representative on hand to answer all questions
- Group display table
  
- ***Performers Needs***
  - Dressing room
  - Food
  - Drinks
  - Sound Check

### **During Event**

- ***Check Attendance***
  - Estimate count of people attending
  - HAVE FUN!!!!
  
- ***Aware of Performers Needs***
  - Water needed
  - Change in Program

### **After Event**

- Announcements (this is a good time to announce club meetings and upcoming events)
- Check Received by Performer
- Venue is in good condition
- You've LEARNED something!!!!