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)

Room Needs (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)
- REACT (e-mail Mary Falls @ mfalls@camden.rutgers.edu)
- Vendor Tables outside of dining (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!!!!