campus activities
BINGHAMTON UNIVERSITY

Event Planning Checklist

Information

Host(s) of Event:	
Name of Event:	
Date:	
Start & End Time:	
Location:	
Event Purpose:	

Brainstorming

After brainstorming ideas, make sure you are focused:

- ❑ Will the event work?
- ❑ Are there enough people/resources to make it happen?
- ❑ Does the event serve a need that has not been met on campus?
- ❑ Are there budget/funds that can be used? See sections of grant/fundraising.

Scheduling, Booking & Room Reservation

Who is in charge of scheduling?	
Size room(s) needed:	
Technology needs:	
Desired room/location(s):	

- ❑ Communicate with the appropriate room reservation office
- ❑ Start a file with all documentation
- ❑ Book dates
  - o Contact performer/vendor/group and schedule a set date
  - o Contact the reservation office and confirm the set date
- ❑ Schedule a meeting with appropriate faculty/staff/group members to go over tech needs and room set up

- ❑ For performers/speakers: Finalize travel arrangements and make sure rooms will work for their performance (these will be a part of a contract)
  - o Hotels
  - o Dinner reservations/ Meal accommodations
  - o Transportation to and from the airport and/or hotel
  - o Is a dressing room needed?
- ❑ Schedule security (if needed) UPD and Event Staff
  - o Where and when is security needed?
- ❑ Book BSSL and all sound/technology needs
- ❑ Schedule/solicit volunteers if needed.

Approvals

Who is in charge of approvals?	
	❑ Food Permit/Catering ❑ Outdoor Space ❑ Alcohol permit ❑ Sound permit ❑ Sales/fundraising ❑ Film license ❑ Fireworks ❑ Tents over 20 x 20 ❑ ❑ ❑

Fundraising

Who is in charge of the budget?	

- ❑ Campus Life Fee Grants are due the 3rd Thursday of the month
- ❑ Take appropriate measures to ensure you can pay for performer(s) and/or vendors
- ❑ Fundraising plan
- ❑ Collaboration/Co-Sponsorship

Collaboration

Opportunities for collaboration:	
How is the group collaborating?	❑ Volunteer help ❑ Financial help ❑ Publicity ❑ Attendance

Advertising

Who is in charge of advertising?	
Marketing/advertising plan:	

- ❑ Posters

- o Design poster
- o Get poster approved
- o Post
- ❑ Listservs
- ❑ Social Media
  - o Check University Guidelines
- ❑
- ❑
- ❑

Shopping/Supplies

Who is in charge of shopping/gathering supplies?	
Supplies needed:	

1-2 Weeks Prior

Who is in charge of logistics?	
Who is in charge of volunteers?	

❑ Contact reservations and make sure all details are secured (These could include food for the event, hotel rooms for performers, etc.)	Create a list of all reservations, check when confirmed: ❑ ❑ ❑ ❑ ❑
❑ Confirm technology needs and set up needs	Create a list of set up needs to confirm: ❑ ❑ ❑ ❑ ❑ ❑

- ❑ Contact performer and make sure travel arrangements are secure
  - ❑ Follow up with an email that includes all details
- ❑ Assign event shifts for volunteers (set up, during event, break down)
- ❑ Create any programs, printed materials, etc. needed at the event
- ❑ Gather any supplies needed for the event
- ❑

Day of the Event

Who is the main point person?	

- ❑ Follow the marketing/advertising plan for the day of the event
- ❑ Meet with volunteers early and describe tasks in detail
- ❑ Set up event at least an hour in advance
- ❑ Double check that you have all materials

If there is a performer:

- ❑ Be sure that dressing room is set up and all performer requests (in contract) are in dressing room
- ❑ Pick up/meet performer and/or vendor
- ❑ Assist with event set up for the performer

Post event:
- ❑ Clean-up/break down - make sure the room is back to how it was before the event unless the reservation says otherwise (keep in mind that unless you reserved/paid facilities, no one is cleaning up after you)
- ❑

Post-Event

Who is in charge of assessment, debrief, and follow up?	

- ❑ Send thank you to performers, volunteers, or departments that assisted with the event
- ❑ Pay all balances and turn in grant paperwork ON TIME
- ❑ Post event evaluation is available at http://activities.binghamton.edu.
  - o Keep records of all contacts, performers, volunteers, etc. and contact information to have for the future