

EVENT CHECKLIST

Office of Student Life
studentlife@sutd.edu.sg

Student Government Events
events@studgov.sutd.edu.sg

EVENT CHECKLIST

1. Event Proposal Approval

- ☐ Submit the Event Proposal Form to Student Government - Events & Welfare at least 4 weeks in advance
- ☐ Event Proposal Form is required to be submitted when it has one of the following: open to non-members or external visitors, generates income, or the event is a camp
- ☐ For participation of competitions, please submit the Competition Form
- ☐ For activities organised by external organisations, please submit the External Activity Form

2. Event Details and Programme

- ☐ Set the objective for the event
- ☐ Ensure that event date do not clash with other important activities. You may check out the SUTD events calendar at root.sutd.edu.sg/events/
- ☐ Recruit sufficient helpers to organise the event. Events should be organised and arranged by SUTD students.
- ☐ Plan the timeline for the following important actions: submit event proposal, book venue and logistics, apply for relevant license, pre-event meeting for helpers, rehearsals, set-up, post-event clean-up and after action review meeting
- ☐ If the event serves food, purchase pre-packed food from licensed vendor. Do not sell or serve home cooked food

3. Venue & Logistics

- ☐ Book venue with Help-Facilities <help-facilities@sutd.edu.sg> at least three weeks in advance
- ☐ Borrow resources from Student Government - Resources <resources@studentgov.sutd.edu.sg> at least three weeks in advance

4. Finance

- ☐ Read finance guidelines and prepare all required documents before purchase
- ☐ Plan the total projected expenditure and its breakdown. Example, rental of logistics, cleaning fee, license fee etc
- ☐ Plan how the expenditure will be funded. Do not start purchasing when event funding is not confirmed
- ☐ If the event generates income, please issue receipts / serialised tickets / serialised coupons to all payee, and submit the Income Deposit Form to bank in the generated income 3 working days after the event
- ☐ For events that give prizes, ask winners to sign the Prize Acknowledgement Sheet and submit the form to Student Life within 3 working days

5. Licenses

- ☐ Obtain relevant license prior to the event:
 - ☐ Performing or broadcasting of copyright musical works
 - obtain copyright music permit from COMPASS www.compass.org.sg
 - ☐ Movie screening copyright license
 - obtain permission from movie distributor(s) or obtain licence from Motion Picture Licensing Company (MPLC) www.mplc.sg
 - ☐ Movie screening rating classification
 - for movie that has not been classified, it will have to be submitted to Media Development Authority (MDA) for classification
 - for movie that is rated R21, M18 or NC16, a temporary Film Exhibition Licence has to be obtained from MDA
 - ☐ Collection of money or goods to raise funds for registered charity organisations only (student organisations are not charity organisations)
 - House to House And Street Collections (HHSC) Permit www.spf.gov.sg/licence/frameset_HH.html

6. Personal Data Protection Act (PDPA)

- ☐ Do not collect personal information that you do not need or cannot protect e.g. only collect email address if you do not need contact number.
- ☐ Incorporate appropriate clauses when you collect personal information
- ☐ Delete personal information that you collect one month after the event

7. Publicity

- ☐ If you are emailing a large group, please place your receiver email addresses in BCC
- ☐ Email Student Government - Communications <communications@studentgov.sutd.edu.sg> two weeks in advance
 - ☐ Obtain stamp from Student Government Communications for posters to be pasted at appropriate notice boards
 - ☐ Broadcast through “tl;dr”

8. Risk Assessment

- ☐ Complete Annex A Integrated Form for Risk Assessment on Work Activities

9. Event

- ☐ Measure the “success” immediately: calculate the number of attendees, record the profile of attendees and take photos.
- ☐ Clean-up venue and return all items latest by next morning

10. Post-Event

- ☐ Arrange a review meeting after event and plan to share the findings with the next organiser
- ☐ Send After-Action Review (photos and number of attendees) to Student Life within one week
- ☐ Submit all invoices and claims within one week
- ☐ Arrange appointment with Student Life officer to deposit all income within 3 working days