

STUDENT CLUB/ORGANIZATION EVENT PLANNING TIMELINE

To better assist you in planning your event, please complete this checklist. While this is not required, we recommend students completing this for large scale or first time programs and schedule an event consultation meeting with the your assigned Event Consultant. Please note that this is a general guide and additional tasks may be required (particularly for large-scale events).

Preferred Event Specifics:

Program title: _____						
Day of week: Mon	Tue	Wed	Thu	Fri	Sat	Sun
Program date: _____			Location: _____			
Program time: _____			Student contact: _____			
Student e-mail: _____			Organization: _____			

2-6 Months Out – Starting the Process:

- __ Look at Your Budget – what do you have for the event _____
- Use the attached Budget Worksheet as a guide
- __ Submit a space request using 25live
- __ Identify what portions of the event will need to be contracted (DJ, performers, sound, etc...) and begin the contracting process
- __ Identify what other services will be needed
- | | | |
|---|-----|----|
| • Food /Catering? | YES | NO |
| • Contact Gourmet Dining (rowan.edu/dining) for catering or catering waiver | | |
| • Additional Parking/Expecting Outside Guests? | YES | NO |
| • Parking should be coordinated with Parking Services. | | |
| • If yes, how many outside guests are expected _____ | | |
| • Public Safety may be required for your event (\$20/hour/officer). This will be discussed in your Special Events Meeting. | | |
| • Event set-ups? | YES | NO |
| • CSC room diagrams are available at rowan.edu/studentcenter | | |
| • Contact 25live scheduler for other spaces on campus | | |
| • AV/Tech & Multimedia Support (SUP, CSC, or professional company) | YES | NO |
| • CSC provides basic tech support for our spaces. | | |
| • If additional tech is needed, SUP Tech Request forms are available in CSC Room 117, or you can contract a professional company. | | |
| • Selling Tickets at the Information Desk or charging at the door | YES | NO |
| • If selling tickets at the desk, your confirmation of sale is determined at the Special Events meeting. | | |
| • If charging at the door, Public Safety will be required for your event (\$20/hour/officer). This will be discussed in the Special Events meeting. | | |
| • Are you showing a movie, film or video clips | YES | NO |
| • If yes, make sure to secure the movie/film rights. | | |
| • Are you selling items, collecting funds or hosting a vendor | YES | NO |
| • If yes, fill out the SGA Fundraising Form. | | |
| • Do you need more tables/chairs/trashcans/power than a space provides? | YES | NO |
| • Use Rowan.edu/rowanworks to request additional supplies | | |
- __ Make an Event Consultation appointment with the Student Center staff
- This meeting is not mandatory but helps to answer some questions early on in the process. It is recommended for all new event planners and first time events. This is offered in addition to the **mandatory** special events meeting.
- __ Develop marketing/advertising campaign
- Refer to CSC posting policies at rowan.edu/studentcenter or the Policies and Procedures Manual

Minimum of 20 Business Days Out:

- _If not yet done so, complete 25live reservation
- _Book sound support (if applicable)
- _Develop a timeline for night of events
 - Doors Open _____
 - # Workers Needed _____
- _Confirm RowanWorks order with Facilities for additional power/tables/chairs/trashcans if needed
- _Make sure contracts are complete and signed by both parties
- _Submit MDVs to cut checks

10-20 Business Days Out:

- _If not yet done so, schedule Special Events meeting with Student Center staff
 - The Special Events meeting is to determine risk to the University and whether or not Public Safety needs to work the event. It also serves the chance to take care of last minute logistics, such as room diagram questions.
- _Purchase any additional needs from performance contracts _____
- _Have all advertising started on campus. List three advertising methods below:

- _Obtain volunteers
- _Review budget. Determine if the event coming in on budget.
- _Identify if any equipment is being dropped off early. If so, do you have a storage place and/or approved early arrival in your reservation? If early drop off expected, who from the student group is meeting the supplier of the drop-off?

5-10 Business Days Out:

- _Refresh all advertising methods
- _Confirm all room diagrams
- _Verify all contracts/MDVs have been processed for payment with SGA
- _Call performers/companies to finalize all arrangements
 - Arrival Time _____
- _Exchange Emergency Contact Info with any speakers, performers, or service providers:
 - _____
 - _____
 - _____

1-5 Business Days Out:

- _Develop a task list/checklist/timeline for day of event
- _Gather all requests/work orders into one central location for easy access
- _Gather any supplies, decorations, other things you need to take with you to the event