

Event Planning Checklist

When planning a campus event:

The checklist below is to help you navigate the process. In an effort to help foster communication among the many departments that will come together to help with your event, as well as be sure that there are no schedule conflicts, we encourage all student organizations to incorporate this checklist into their planning process. **This checklist is for planning purposes only.** If you have questions, please contact the Office of Student Activities for assistance.

1. Event details:

Event Name: _____

Event Date and Time: _____

Do you need a rain date: ____Y ____N Rain Date: _____

Selecting a Date and Time:

- Check the Calendar of Events (<http://www.lynchburg.edu/lonline/calendar.html>) and the Academic Calendar (www.lynchburg.edu/roomschedule.html) for potential conflicts. Specifically, Enrollment Open Houses, Homecoming, Parent/Family Weekend, Westover Society, Commencement, exam weeks, fall, winter and spring break, Academic Awards, Scholarship Competitions and New Student Orientations. Also search for religious holidays and major sporting events on campus. It is College policy to not schedule additional events during these times.

Event Location: _____

Do you need a rain location: ____Y ____N Rain location: _____

Space Reservations

- Please complete the room reservation form. Student organizations return to Deborah Brown, Hundley Terrace (434)544-8254.
- Prior planning is required for all campus events:
 1. Requests for rooms need to be submitted a **minimum of 2 weeks in advance** if catering is not being requested. If catering is needed, **3 weeks is required.**
 2. The further out the request, the more readily available the rooms and services will be available. Ideally, planning should occur one semester in advance.

Person(s) responsible: _____

2. Scheduling

_____ Location has been reserved and confirmed.

NOTE: Submitting a room request does not mean that the room is available and yours until confirmation is sent to you. Confirmation should be received within 5 business days of submitting request.

_____ Appropriate AV/Sound equipment has been reserved.

_____ Set up for your event has been discussed with appropriate person(s). This includes, but is not limited to: your advisor, Deborah Brown, Jimmy Stamey.

3. Budget

_____ Have you budgeted for everything that your event requires (sound, stage, lighting, catering, security, etc.)

_____ Has the check request been submitted through Deborah Brown to the Business Office (This needs to be completed at least two weeks before the event).

4. Contract(s): Please note that contracts CAN ONLY be signed by the Business Office and cannot be issued unless you have funding for the event.

- _____ Has a contract been issued. If you are working with any type of entertainer, speaker, band, singer, comedian, etc. a contract needs to be issued. The contract needs to include a rider and a W-9 form for tax purposes. If you are working with any type of inflatable, a copy of the insurance policy needs to be sent as well.
- _____ Has the contract been reviewed by the Director of Student Activities. A copy of a contract approval form and a Lynchburg College rider will be completed once the contract is reviewed.
- _____ Have the appropriate signatures been obtained (Dean of Students and Director of Student Activities)
- _____ Have you submitted your contract and check request to Deborah Brown at least two weeks before the event.
- _____ Who will pick up check from OSA day of the event_____

5. Food:

- _____ If you are using Dining Services/Catering, the request must be made at least 3 weeks before the event or there will be a \$25 fee assessed. This fee cannot be paid with SGA funds.
- _____ Has the food order been placed.

6. Equipment:

- _____ If the event needs the following, have you reserved and contacted the appropriate businesses/departments:
- _____ Stage
 - _____ Sound (includes microphones, speakers, sound board, etc.)
 - _____ Dance Floor
 - _____ Tarp
 - _____ Projector
 - _____ Lighting

7. Publicity

- _____ Have you made a plan to publicize your event. Have you considered the following:
- _____ Flyers
 - _____ Web Site
 - _____ Sandwich Board
 - _____ Banner/Poster
 - _____ Table Tents
 - _____ MyLC
 - _____ Facebook
 - _____ OTHER: Please list
- _____ Publicity done on:_____
- _____ Person(s) responsible:_____

8. Support Services:

- _____ Have parking spaces been reserved.
- _____ Has security/LPD request been submitted (this needs to be completed ONE MONTH in advance)
- _____ Specific responsibilities have been assigned to other members of the organization.

Support Services, continued:

Please list who is responsible for what:

_____ Hotel room has been reserved for performer(s). Please list with confirmation number: _____

_____ Meal(s) for performer have been arranged. Please list when and where or whether organization is doing a "buy out." Who will be going with performer(s): _____

_____ Has ground transportation been arranged for performer. Please list what form of ground transportation is being used and who will be taking care of it. If it is the performer, please indicate: _____

9. Performer(s):

_____ Artist has been contacted at least one week prior to the event to talk about:

- _____ Travel Arrangements
- _____ Confirm Hotel Needs
- _____ Directions to campus and building location
- _____ Hospitality needs
- _____ Sound Check time
- _____ Arrival time to campus
- _____ Confirm sound requirements
- _____ Other, please list: _____

10. Facilities:

- _____ Tables and chairs have been ordered
- _____ Extra trash bins have been reserved.
- _____ Recycle bins have been reserved

11. Post Event Responsibilities:

- _____ Evaluation completed
- _____ Publicity removed
- _____ Thank you notes sent