

Student Organization Event Planning & Room Reservation Checklist

The Office of Student Activities has created this checklist to help you navigate the process of planning an event.

In an effort to foster communication with the many departments that help make your event a success we encourage all organizations use this checklist in the planning process.

SELECTING DATE/TIME

1. Check the Calendar of Events (located on your MY LC page under “useful links”).
 2. Enter the date you wish to have your event on and select search.
 - a. This will pull up all events scheduled for that date.
 - b. This will show you any potential “conflicts” such as: Enrollment Open Houses, homecoming, Parent/Family Weekend, Westover Society, Commencement, exam weeks, fall, winter and spring breaks, Academic Awards, Scholarship Competition, New Student Orientations and other large events sponsored by recognized student organizations.
 - c. Also search for religious holidays and major sporting events on campus. It is College Policy to not schedule additional events during these times.
 - d. If weather is a concern please check the availability of a potential rain date as well.
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RESERVING SPACE

1. Complete room reservation form online (located on your MY LC page under “online forms”).
 - a. Requests for space should be submitted a minimum of 2 weeks in advance, 3 weeks if catering is required.
 - b. Room requests received in less than 48 hours may not be approved.
 - c. Classroom spaces cannot be approved the first 2 weeks of class.
 - d. Ideally, planning should occur one semester in advance.
 - e. If weather is a concern please check/reserve a rain location as well.
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IDENTIFYING ROLES

Please include person’s first and last name.

- Check calendar and submit room reservation with any additional needs: _____
 - Work with special guest on contract: _____
 - Work on check request with Deborah: _____
 - Pick up check from OSA on day of event: _____
 - Publicise event: _____
 - Meal(s) for performers: _____
 - Transportation for performers: _____
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EVENT DETAILS

Organization(s) Sponsoring: _____

Event Name: _____ Actual Start Time: _____

Event Date: ____/____/____ Event Time (including setup and takedown): _____

Do you need a rain date? YES or NO Rain Date: _____

Event Location: _____

Do you need a rain location? YES or NO Rain Location: _____

EVENT CHECKLIST

Scheduling:

- Location has been reserved and confirmed. **NOTE:** Submitting a room request does not mean that your request is confirmed. Confirmation should be sent to you within 5 business days of submitting request.
- Appropriate media/sound tech has been reserved.
- Catering request has been submitted (required 3 weeks out).
- Details of event have been discussed with your Advisor, Deborah Brown and Lauren Ferry.

Budget and Contract(s):

Please note that contracts CANNOT be signed by students. Contracts should come through the Office of Student Activities and will be sent over to the Business Office for appropriate signatures. Your organization must have received funding to cover contract cost before submitting.

- Issue/Receive Contract. (When working with any type of entertainer, speaker, band, singer, comedian or Novelty Company a contract must be issued).
 - The contact will need a W-9 form from the performer/company for tax purposes.
 - OSA will obtain appropriate signatures and take to the Business Office for approval. They will return the contract to our office signed.
- Submit check request for payment to the Business Office (if there is a paid performer/novelty company).
 - This needs to be completed at least 2 weeks in advance.
 - See Deborah Brown to get check request completed.
- Budget for everything your event requires. (Ex. Sound tech, stage/room set up, catering, security)

Catering:

- Outside food is not allowed on campus unless approved by the Business Office. When using LC Catering request must be submitted 3 weeks in advance of a \$25 late fee may be charged. This fee cannot be paid with SGA funds.
- Schedule a meeting with B. J. Keefer or Deborah Brown to discuss which outside businesses are allowed on campus.

Equipment:

If the event requires any of the following, reserve and contact appropriate businesses/departments.

- Staging (from off-campus business)
- Sound/Sound Tech (includes Sound Tech, mics, speakers, sound board, etc.)
- Dance Floor
- Laptop/Projector
- Trash cans
- Generator(s)

Publicity:

Have you made plans to publicize your event? Consider the following:

- Flyers (must know posting policy)
- LC or Organization website
- Banners/Posters (LC Print shop can assist with flyers but there is a cost)
- Hornet Headquarters
- TV Monitors in Drysdale, Library
- Social Media

Support Services:

- Reserve parking spaces (if needed).

- Submit security/LPD request (this needs to be submitted 1 month in advance by B. J. Keefer in the OSA office).
- Event signage requested from Security (if needed/available).

Facilities

- Tables and chairs have been reserved or ordered
- Extra trash bins have been requested

Post Event Responsibilities

- Evaluation completed
- Publicity Removed
- Thank you notes sent

Performer(s):

- Hotel room reserved and have confirmation number (if needed).
- Arrange meal(s) for performer.
 - Please list meal times, locations, and hosts (who will be going with the performer)
 - _____
 - _____
 - _____
- Performers may want to do a “buy out” (you give the performer money to buy themselves food)
- Arrange ground transportation for performer.
 - Type of transportation: _____
- Points of discussion with performer (1 week prior to performance):
 - Travel Arrangements
 - Hotel Needs Confirmed
 - Directions to campus and event location
 - Hospitality Needs
 - Sound Check Time
 - Arrival Time to Campus
 - Confirm sound requirements
 - Other: _____
 - Other: _____
 - Other: _____