

Student Organization Event Planning Checklist

The Event Planning Checklist includes actions required for most events. Consult with your advisor and/or the [Office of Student Engagement](#) for special considerations that may apply to your event.

Name of Event: _____

Date(s): _____

Organization: _____

2+ Months before the event | Pre-Planning

- Identify your event's goals
- Brainstorm project ideas
- Choose your event date and time
 - Check DU's [Interfaith Calendar](#)
 - Check OrgSync's [Master Calendar](#)
 - Check DU's [Academic Calendar](#)
 - Check DU's [Campus-wide Calendar](#)
- Review your event budget
 - Reach out to other DU organizations to assess co-programming potential
 - Reach out to potential vendors
- Delegate immediate and long-term responsibilities
- Submit [space reservation request\(s\)](#)

6-8 Weeks Before the Event | Planning

- Finalize budget
- [Register your event](#) on OrgSync
- Submit [vendor documentation](#) (if applicable)
 - Contract
 - Invoice
 - W-9 Form
 - Certificate of Insurance
- Submit [P-Card Request Form](#) (if applicable)

3-6 Weeks before the event | Outreach

- Communicate with programming partners (if applicable)
- Submit [A/V Request Form](#) (if applicable)
- Submit [Sodexo Catering Request](#) (if applicable)
- Submit [Parking Request/Notification](#) (if applicable)
- Submit [Facilities Work Order](#) (if applicable)
- Submit the [Event Registration Form](#) to Campus Safety

1-3 Weeks before the event | Confirming & Advertising

- Confirm orders with campus [support services](#) and communicate any changes
- Confirm orders with vendors and communicate any changes
 - Consult the Office of Student Engagement if you're awaiting contract approval
- Purchase decorations and/or supplies
- If desired, request a [Swipe Card Reader](#) from the Office of Student Engagement
- Begin the [marketing process](#)
 - Get promotional materials approved
 - Distribute promotional materials
 - Create event on social media and send initial invites

Week of the event | Preparing

- Confirm headcount with caterer (if applicable)
- Get the word out by tabling
- Continue to advertise on social media
- Review delegated responsibilities
- Retrieve Swipe Card Reader from the Office of Student Engagement (if applicable)

Day of the event

- Arrive early for setup
- Measure attendance with Swipe Card Reader (if applicable)
- Have a blast!
- Clean up afterwards
- Return all material to respective places

Day after the event | Follow-up

- Submit original, tax-exempt, and itemized receipts for [reimbursement](#)
- Write and send thank you notes
 - Vendors
 - On-campus support services
 - Relevant DU faculty and staff

Week after the event | Evaluation

- [Reflect on event](#)
- Discuss strengths and weaknesses with organization
- Begin planning your next event!