



Student Organization Event Planning Checklist

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

Name of Event: _____

Date(s): _____

Organization: _____

6+ weeks before the event | Pre-Planning

- Identify your event's goals
- Brainstorm project ideas
- Choose your event date and time
 - Check [Linfield Campus Events](#) calendar
 - Check [Engage](#) Calendar
- Review your event budget
 - Reach out to ASLU to assess co-programming potential
 - Reach out to potential vendors
 - Reach out to [ASLU Activities Council Request Form](#)
- Delegate immediate and long-term responsibilities

6 Weeks Before the Event | Planning

- Finalize budget
- Event submissions and room requests on [25Live](#).
- Register your event on [Engage](#)
 - [Fraternity & Sorority Event Registration Form](#)
- Register your event with [ASLU sound tech](#)
- Submit vendor documentation (if applicable) to ASLU
 - Contract with vendor/ artist/ security
 - Invoice
 - W-9 Form
 - Certificate of Insurance
- Get event on Campus Calendars and [Linfield Ahead](#)

4 Weeks before the event | Outreach

- Communicate with programming partners (if applicable)
- Submit [Sodexo Catering Request](#) (if applicable)
- Submit Parking Request/Notification (if applicable)
- Coordinate with [Linfield Public Safety](#)
- [ASLU Publicity Request Form on Engage](#)
 - Get promotional materials approved
 - Distribute promotional materials
 - Create event on social media and send initial invites

2 Weeks before the event | Confirming & Advertising

- Confirm orders with [facilities](#) and communicate any changes
- Confirm orders with vendors and communicate any changes
 - Consult the Office of Student Activities if you're awaiting contract approval
- Purchase decorations and/or supplies
- If desired, request Engage check-in for event from the Office of Student Activities

Week of the event | Preparing

- Confirm headcount with caterer (if applicable)
- Get the word out by tabling in Dillin
- Continue to advertise on social media
- Review delegated responsibilities and report what still needs to get done

Day of the event | show-time!!!

- Arrive early for setup
- Run through powerpoint and sound check
- 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 LU faculty and staff

Week after the event | Evaluation

- Reflect on event
- Discuss strengths and weaknesses with organization
- Begin planning your next event!

When submitting the details of an event, you can also add an online location as well as instructions for how to access it.

Add Online Location

Add instructions and/or a direct link to your event listing.

Online meeting services (*Google Hangouts, Microsoft Teams, Discord, Slack, GoToMeeting, etc.*) will provide a link, instructions, or both. We recommend providing clear instructions for attendees who may not be experienced with your chosen online meeting place.

Online Location Instructions for Attendees

Online Location Link

CANCEL

SAVE