



Event Planning Committee Checklist

COMMITTEE: _____

STEP 1. ELECT A CHAIRPERSON(S) _____

STEP 2. ESTABLISH A TIMELINE – ALLOW 4 – 6 WEEKS OF PLANNING TIME AND EVERYTHING SHOULD BE CONFIRMED AND IN PLACE 1 – 2 WEEKS IN ADVANCE OF THE EVENT DATE.

COMMITTEE MEMBERS:

NAME	TELEPHONE#	EMAIL	ASSIGNED AREA

BEST TIME TO MEET: _____

Preferred Date of Event: _____ Time of Event: From _____ To _____

Preferred Location: _____

Resource People:

List each projected expense for the event (i.e. food, decorations, entertainment, flyers/printing cost)

EXPENSE	COST
	\$
	\$
	\$
	\$
	\$
	\$

ACTIVITY CHECKLIST

FACILITY – availability of space should be checked immediately

WHAT	COMMITTEE MEMBER RESPONSIBLE	DATE DUE	DATE COMPLETED
1. Check availability of space in Student Activities Office or Student Center			
2. Place a hold on the facility			
3. Submit paperwork minimum of two weeks prior to the event – longer if possible			

FUNDING: All forms can be found on the ASBG website or can be picked up in the Student Activities Office. Forms should be turned into the Student Activities Office by the desired date.

WHAT	COMMITTEE MEMBER RESPONSIBLE	DATE DUE	DATE COMPLETED
1. Submit Agenda Item Request Form by Wednesday to get the event idea approved by ASBG at the following weeks meeting.			
2. Submit Funding Request Form to include at Budget & Finance mtg. by Thursday for the following weeks' mtg.			
3. Work with Student Activities Coordinator to set up payment timeline for any purchases.			
4. Submit request for a cash box if you are selling goods for fundraising (at least one week prior to the event)			
5. Collect all receipts for purchases related to the event. Purchases must be approved in advance by ASBG (see item 2)			
6. Obtain "Green Sheet" (Request for Payment form) from Student Activities Office & attach appropriate receipts.			

REMEMBER:

- All events MUST be approved by ASBG at a regular meeting before a funding request is taken to the Budget & Finance Committee
- ASBG Meetings are on Mondays 12:30-1:30. Your Agenda Request Item must be turned in the Wednesday before the following weeks' meeting.
- Budget & Finance Committee meetings are on Wednesdays 2:00-3:00. Your Funding Request must be turned in the Thursday before the following weeks' meeting.
- You may submit your Agenda Item Request Form and Funding Request Form at the same time, but it will take 2 weeks to go through the process before funding is approved. Plan for this in your timeline.

PUBLICITY: Plan for AT LEAST 2 weeks of publicity for a large event!

WHAT	COMMITTEE MEMBER RESPONSIBLE	DATE DUE	DATE COMPLETED
Submit information for Bulldog Beat (Thurs by 4pm for the following week's email)			
Create Posters (check publicity policy – Student Activities Office & ASBG Office) 2-3 weeks in advance			
Flyers (check publicity policy) 2-3wks in advance			
Radio Stations, TV or newspaper coverage, work with Rebecca Alarcio, Public Information, Building B (4 weeks minimum)			

SPECIAL ARRANGEMENTS

WHAT	COMMITTEE MEMBER RESPONSIBLE	DATE DUE	DATE COMPLETED
If anything is being sold – fundraiser paperwork must be completed & submitted at least 2 weeks prior to event			
Any food being sold or provided FREE OF CHARGE – must inform Esther, Cafeteria Manager minimum of one week prior to event.			
For any audio/visual needs (basic sound system, microphones...) submit Audio Visual request via email to your advisor for Media Services minimum one week in advance			
Decorations – if you wish to purchase from an outside source allow plenty of time for shipping – usually at least 2 weeks			
DONATIONS – if you plan to solicit donations, you must submit a written request through the AHC Foundation. Request must itemize who you wish to contact and for what (type of goods). This must be done at least 2 weeks before approaching any business.			
If we pay any outside person to perform on campus for a fee – we need to get a signed contract. Contract may be obtained at Student Activities Office or online. Allow at least 2 weeks to obtain a check.			

ADDITIONAL ITEMS NOT LISTED: (i.e. obtaining stage or other equipments)

WHAT	COMMITTEE MEMBER RESPONSIBLE	DATE DUE	DATE COMPLETED

WRAP UP

WHAT	COMMITTEE MEMBER RESPONSIBLE	DATE DUE	DATE COMPLETED
Send Thank You Notes			
Complete Attached Evaluation-			

STUDENT ACTIVITIES OFFICE...We are here to help!

Forms can be found online at www.hancockcollege.edu/asbg or visit the Student Activities Office located in Santa Maria Student Center G105.

Brooke Hyman; Student Activities Coordinator

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Event Planning Evaluation

For (event name) _____

1. Did our event turn out as expected? Yes _____ No _____

Explain: _____

2. Was the timetable we developed workable? Yes _____ No _____

Should more/less time have been allotted? Explain: _____

3. How could we have improved our event? What would we do different next time?

4. We have the following **questions, concerns,** and/or **comments** about the process, planning, or outcome of our event: _____

