



## RSO Event Planning Checklist

**Full RSO Name:**

**Event Name:**

**Date(s):**

**Location:**

**Main Event Contact Name/Phone:**

**Estimated Attendance:**

**Facilities:**

- Location(s) reserved:
- Rain location reserved:
- Number of attendees:
- Disability Accommodations:
- Open to off-campus?
- Ticketed event?
  - On-campus ticketing
  - Off-campus ticketing
- Set-up Confirmed (i.e. tables, chairs, stage, garbage, etc.)
- Set-up Date/Time:
- Garbage:
- Compost:
- Recycling:
- Tent(s) Needed:

**Audio/Visual/Lighting:**

- Equipment ordered:
  - Vendor contact:
- Set-up Date/Time:

**Publicity:**

- Physical promotion (flyers, posters, banners):
- Print media promotion (newspaper ads):

- Digital/social media promotion:
- Online event listings (RSO Community, HUB Calendar, Facebook, blogs, etc.):
- Event coverage (social media, photography, video, etc.):

**Food:**

- Food Permits:
- Banquet Permits:
- Alcohol Permits:
- Vendors:
- Set-up/Delivery Time:

**Speaker/Band/DJ/Honorarium:**

- Performer name/contact:
- Contract submitted:
- Contract signed on:
- Payment confirmed:

**Decorations:**

- Balloons:
- Tablecloths:
- Table signs:
- Other decorations:

**Printed Materials:**

- Programs:

Directional signs:

Name tags:

**Parking/Transportation:**

Parking permits ordered:

Disability parking permits ordered:

Valet service?

SAO 1/4/17

**Security:**

UWPD:

Outside security vendor:

Minors present?

**Funding:**

Fundraising permit:

HUB RSO Event Fund:

Wells Fargo Grant:

UWAA Grant:

ASUW Funding:

GPSS Funding:

Other funding:

**Post Event:**

Return rentals:

Send thank you notes:

Paid all bills:

Paid all honorariums:

Submit receipts for any charitable donations:

Complete any required surveys/reports for any grants that were used:

Participant evaluations:

Organizers/volunteers evaluations:

Create list of do's and don'ts for next time: