

EVENT CHECKLIST

Planning a successful event takes a lot of steps. Here is a checklist of all items that should be completed to ensure a quality event for you and your attendees. A more detailed timeline can be found attached to this packet.

Did you remember to...?

Before your event

- Inform your advisor
- Fill out and submit a Risk Management Form
- Contact CulinArt for catering
- Advertise for your event
- Complete and submit all contracts and invoices
- Submit W-9 tax forms for all individuals being paid
- Submit visitor forms for outside vendors
- Contact Multi-Media Services for technical support
- Compile a Day of Show
- Assign tasks for members of your group

After your event

- Clean up the event space
- Turn in all monies collected for deposit
- Turn in all receipts for reimbursement

Event Planning Timeline

5+ Weeks before an event

- Discuss event with your club/organization
- Set event date and backup dates
 - If using an outside vendor/speaker/artists, please confirm the date(s) with them
 - Request contract at this time
- Select primary and backup location(s)
- Consult your club advisor regarding the event
- Ensure there is sufficient funding in the budget to cover the cost of the event
 - If not, apply for additional funding or reallocation of existing funds
- Look for groups or office to co-sponsor event (if applicable)
- Determine if event will be ticketed or not

4 Weeks before event date

- Fill out a Risk Management form and receive a signature from Student Involvement
- Submit a completed Risk Management form to the proper offices (listed on the form), then return to Student Involvement
- Confirm event space
 - Consult space manager regarding maximum occupancy
- Determine catering needs (if any)
- Request invoices from outside vendors and parties
 - Inform parties regarding 2-3 week payment turnaround
- Obtain copies of engagement agreements and contracts and send them to appropriate parties

3 Weeks before event date

- Complete invoices for payment
 - Invoices are how outside vendors are paid. They often come with contracts. You can request an invoice from a vendor. Submitting it three weeks before your event will increase the chance that payment will be ready for your day of show
- Begin advertising
 - Posters and flyers must be approved by Student Involvement
 - Ads for the televisions in the cafeteria must be sent to Student Involvement and must include event date, time, and location
 - Ads for the television outside Student Affairs must be sent to Student Involvement and must include event date, time, and location
 - Social Media: contact Student Involvement to have your event included on the StuAct facebook account and PrattSU twitter account
- Determine catering source

- Events on the Brooklyn Campus should use CulinArt. Please contact them directly to arrange for catering
- Events on the Manhattan Campus should use WestSide Market. Please contact Student Involvement to let them know you will be using this option.
 - You must determine your order ahead of time and contact WestSide Market.
 - Inform WSM that this will be charged to the Pratt Account and inform WSM of event date
 - Send the order, cost, and pick up date to Student Involvement
- Contact the location manager to go over any specialty needs
- Contact Multi-Media Services if your event requires technical support
- Give completed engagement agreements and contracts to Student Involvement for processing

2 Weeks before event date

- Continue advertising
- Notify all relevant parties (from Risk Management Form) if anything regarding your event has changed
- Confirm arrival time for outside vendors and talent
- Confirm any and all rentals from outside entities
- If your event is ticketed, print tickets

1 Week before event date

- Final advertising push
- Troubleshoot any last minute details
- Develop “day of show” for event
 - A day of show is a detailed schedule of what will be happening during your event. This includes load in, time of performances, schedule of workers, etc.
- Assign event specific tasks (ticket taking, clean up, etc)
- Collect contact numbers for vital parties

Day of Event

- Final review of day of show
 - Amend as needed
- Ensure all parties are completing their assigned tasks
- HAVE A GREAT EVENT!
- Clean up afterwards

Day after event

- Turn in all monies collected for deposit
- Report any and all incidences to the overseeing office (Student Involvement)

1 week after event date

- Review event with club and advisor
 - What went well?
 - What can be improved for the next event?
 - Should this event be held again?
- Turn in all receipts for reimbursement