

# HSU Event/Program Checklist

This checklist should be used to plan upcoming events or programs. Complete those items that apply to your event/program. It is very helpful to set dates by which each task must be completed. The Clubs and Activities Office can be of assistance throughout this process. When tasks are delegated, it is important to secure commitment from each person. Make sure tasks are delegated to people that can and will complete them.

## 1. PRE-EVENT PROGRAM

- ◆ Proposed event/program type: Guest Speaker \_\_\_\_, Dance \_\_\_\_, Small Audience \_\_\_\_, Large Audience \_\_\_\_, Concert \_\_\_\_, Other \_\_\_\_\_.
- ◆ Date(s) of event: \_\_\_\_\_.  
Medium- Large scale events: please talk with Club's Coordinator.
- ◆ Reserve event site: Information Counter, 2<sup>nd</sup> floor University Center, 826-4414 (on campus)  
Ask about: Room Setup \_\_\_\_, AV Equipment \_\_\_\_, Catering \_\_\_\_, Insurance \_\_\_\_\_
- ◆ Reserve equipment/supplies from the Clubs Office, ie: cash box, coffee maker etc.
- ◆ Obtain additional forms: Food Permit \_\_\_\_ Statement of Insurance \_\_\_\_ Other \_\_\_\_\_

2. Services	Needed Y/N	Hours	Cost Estimate
University Police	_____	_____	_____
Parking Services	_____	_____	_____
Lighting	_____	_____	_____
Sound	_____	_____	_____
Catering	_____	_____	_____
Decorations	_____	_____	_____
Travel Arrangements	_____	_____	_____
Lodging Arrangements	_____	_____	_____
Speaker Fees	_____	_____	_____
Media Services	_____	_____	_____
Other _____	_____	_____	Total: \$ _____

3. Is there an admission charge? YES\* \_\_\_\_ NO \_\_\_\_ Amount: Students \_\_\_\_\_ Public \_\_\_\_\_

\* If YES, and if the event is funded by the ACB/MCC, you may be expected to return part of the ACB/MCC grant.

4. Will food/beverages\*\* be given away or sold? YES \_\_\_\_ NO \_\_\_\_

\*\*Alcoholic beverages are **not** permitted at official functions on or off-campus.

5. Are you providing your own food? YES\* \_\_\_\_ NO \_\_\_\_

\*If YES to either 5 or 6, you must complete a "Food Sale Permit" and have it on file at Clubs Office

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**PUBLICITY:** Design flyers, posters, etc., and have ready to print when your location and funding are confirmed. *Publicity should be posted a minimum of 10 days prior to the event.*

A.S. Logo: \_\_\_\_\_ Flyers\*\* \_\_\_\_\_ Posters \_\_\_\_\_ *Lumberjack\** ad(s) \_\_\_\_\_ Marquee \_\_\_\_\_ Other \_\_\_\_\_  
Bulk email: \_\_\_\_\_ Clubs Calendar \_\_\_\_\_

**Events funded by ACB/MCC must have all publicity approved by the Clubs Office if receiving a Clubs and Activities Grant or by the MCC if receiving a Cultural Programming Grant, before posting.**

Make sure WHO, WHAT, WHEN, and WHERE info is on all flyers. ☺

\* Lumberjack “Calendar” section is free. Turn in Friday by 4pm for publication on Wednesdays.

\* Bulk email requests can be picked up at Clubs Office and must be turned in by 4pm on Wednesday to the Clubs Office.

## **After Written Confirmation of Funds Has Been Received:**

1.  Confirm event with presenter/performer(s).  
Service Agreement forms and W-9 tax forms can be obtained from the Clubs Office and the MultiCultural Center.
2.  Authorized person signs and returns contract and tax forms.
3.  Order posters/flyers to be printed.
4.  Send out press releases to media.
5.  Information to *Lumberjack's* “Calendar”
6.  Confirm task assignments.

## **Day of the Event:**

1.  Pick up equipment reserved from Clubs Office by 5 PM, M-F. (Such as cashbox, supplies or cooler) (Pick up by 5 PM Friday if event is scheduled for the weekend.) (See Furlough Calendar for exceptions)
2.  Arrive at the event site at least two hours before event to check equipment, room setup etc.
3.  Pick up media equipment from media services.

## **After the Event:**

1.  Return equipment & supplies checked out of Clubs Office. (By 9AM Monday if event was held on weekend.)
2.  Turn in receipts and all appropriate paperwork to the Clubs Office if you received funding from the ACB. If you have received a Cultural Programming Grant, have your receipts and paperwork reviewed by the MultiCultural Center before submitting to the Clubs Office.
3.  Return all media equipment to media services.
4.  Write thank you notes.