

Bluffton University SOUL Event Planning Checklist



- Determined the target audience and event purpose/theme
- Selected an appropriate/available time and date for the event
- Made a list of supplies for the event
- Budgeted for the event
 - Money available: \$_____
 - Event expenses: \$_____
 - Requested additional funds for the event from
 - Student Senate
 - Marbeck Center Board
 - Additional partnering student organizations
- Reserved space for the event
 - Arranged/confirmed technology needs
 - Arranged/confirmed table/chair/stage set-up
 - Arranged/confirmed equipment needs
- Reserved transportation for the event (if necessary)
- Reserved lodging for the event (if necessary)
- Reserved advertising venue space for the event
- Planned activities for the event
- Assigned specific tasks for members to complete, including:
 - Space reservations
 - Advertising
 - Food/catering
 - Event activities and schedule
 - Other tasks _____
- Advertised for the event:
 - Posters/flyers
 - Bulletin boards
 - Mailbox stuffers
 - Slides (Channel 2, Forum, Chapel)
 - SOUL Circular
 - Made a Facebook event



- Other: _____
- Planned food for the event
 - Requested catering
 - Requested to obtain food off campus
 - Submitted on date: _____
 - Returned on date: _____
- Purchased supplies for the event
- Recruited enough members to staff the event
- Scheduled members to set up the event
- Scheduled members to tear down and clean up the event
- Kept continuity records
- Created a day-of event plan
- Created a Plan B
- Evaluated the event afterwards
- Returned any equipment or borrowed materials
- Returned any excess supplies