Event Title

[Link to Google Drive with all posters/fliers]

Event Date + Time +Location

Start of Semester

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Assigned to: | Completed? (No/In Prog/ Yes) | Notes |
| Schedule Event on SBLife |  |  | Events can be scheduled up to 4 weeks in advance (check with Student Activities to confirm policy for new school year) |
| Post Event on CampusVine |  |  | Flier design will need to be uploaded when made |
| Work out Budget |  |  | Budget from last year for guideline: |
| Inventory for Event |  |  | Supplies we have from last year that are applicable to this event: |
| Initial Meeting |  |  |  |
| Begin conversation with other clubs that might want to join in |  |  | Clubs Approached/Messaged:  Clubs Joining Event:  Note, need to sign club co-sponsor form |

1-2 Months Prior

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Date to be complete by: | Assigned to: | Completed? (No/In Prog/ Yes) | Notes |
| Meet with Student Activities advisor once event date+room confirmed |  |  |  | Any supplies allocated with Student Activities for that need to be picked up on that day? Décor, mikes, projectors |
| Meet with Room advisors |  |  |  | Layout of room + a/v information? |
| Prepare Catering Order |  |  |  | Order needs to be < $650 total including delivery. This amount is incredibly sufficient. |
| Prepare Food Permit |  |  |  |  |
| Place Catering Order and Assign Overviewing |  |  |  | Clarify to caterer that we need warmers and racks. Have this in writing in the email and make sure they put it in their notes. Will likely require a refundable deposit from an eboard member. |
| Prepare Decorations Order |  |  |  | Voucher #: [link] |
| Purchase Online Decorations |  |  |  | Decorations list: [link] |
| Speak to |  |  |  |  |

Three Weeks Ahead (PR): <http://studentaffairs.stonybrook.edu/for/policies/advertising.shtml>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Date to be complete by: | Assigned to: | Completed? (No/In Prog/ Yes) | Notes |
| Prepare Adverts for Fliers |  |  |  |  |
| Approve Fliers |  |  |  |  |
| Post Fliers |  |  |  |  |
| Prepare Adverts for Facebook |  |  |  |  |
| Prepare Adverts for TVs |  |  |  | Scala (see link above) |

Three Days Ahead

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Date to be complete by: | Assigned to: | Completed? (No/In Prog/ Yes) | Notes |
| Print Quarter sheet Fliers + Cut Fliers |  |  |  |  |
| Post Fliers in Dorms |  |  |  |  |
| Stand outside with Fliers |  |  |  |  |

Day Of (Set Up)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Date to be complete by: | Assigned to: | Completed? (No/In Prog/ Yes) | Notes |
| Sign In Sheet Duty |  |  |  | Print out sign in sheet: [link] |
| Print out quarter sheets promoting the forum and display at sign in table |  |  |  | [link] |
| Food Set Up (Time) |  |  |  | Time:   * Racks + Heating units * Utensils for serving * Utensils for eating (forks+spoons) * Plates * Napkins |
| Special Event Table Set Up (Crafts, maskmaking, etc) |  |  |  |  |
| Lighting, Table Cloths, General Table Decor |  |  |  |  |
| DJ/Music |  |  |  |  |
| Host |  |  |  |  |

After Event Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Date to be complete by: | Assigned to: | Completed? (No/In Prog/ Yes) | Notes |
| Digitize Sign in Sheet + File in Google Drive Folder for Event |  | Secretary [Name] |  | link |
| After Event Inventory |  | Sub AC [Name] |  |  |
| Post remarks for improvement for future events |  | Head AC [Name] |  |  |

|  |  |
| --- | --- |
| Committee Contact Information | |
| Name | Phone# + email |
| Head AC |  |
| Deputy AC |  |
| Sub-AC |  |
|  |  |
|  |  |

Suggestion: Group Calendar that shows free time for meetings, construct with doodle poll