

# Student Organization Event Checklist

Use this Checklist as a Guide when Planning your Event

**Consider Your Budget**

**Choose Your Date(s) Carefully**

(Does your date conflict with a major University event such as Family Weekend, Tigerfest, or other large student events?)

**Meet with Key Members of your Organization**

(Ensure the person making the reservation request and others in your organization are in agreement with the key details of your event.)

**Submit Your Reservation Request**

(Sign into [25Live](#) to check to see if the space required is available on the date you desire.)

**Room Reservation Confirmation**

(Ensure you receive a confirmation that you have the space requested for your event.)

**Event Agenda and Timeline**

(Detail your event and bring copies of riders and Student Activities' Entertainment contracts if applicable.)

**Schedule a meeting to plan your event with your assigned E&CS Event Manager**

(Your event must be planned 21 days in advance for major events and 14 days in advance for all other events.)

**Room Diagram/Setup**

**Technical Needs**

**Admission Information**

Projected attendance: \_\_\_\_\_

How will the event being marketed?  
\_\_\_\_\_  
\_\_\_\_\_

Will it be ticketed? Yes No

Target Audience (List)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Audience Profile**

Will non University attendees be admitted?

Yes No

Have any dignitaries/celebrities been invited?

Yes No

If so, who?

\_\_\_\_\_  
\_\_\_\_\_

**Event budget** (Work with your Event Manager.)

**Detailed budget worksheet finalized?** Yes No

**Alcohol?** Yes No

If yes: TU Alcohol Agreement completed and approved? Yes No

**Catering/Food Options**

**Student Staffing for Large Limited Capacity Events** (Minimum of ten individuals working the event.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_