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. ____________________________________________