

Event Planning Check List

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- □ Club
- Programing Board
- □ Campus

EVENT DESCRIPTION: (Include the following)

- 1. Purpose of the event.
- 2. Who will attend?
- 3. When will the event take place and event location.

EVENT CHECK LIST AND REQUIREMENTS:

- □ Confirm the purpose of the event.
- □ Develop timeline/tasks (work back from event date). Approvals confirmed 2-3 weeks prior to event.
- □ Reserve Space for the Event:
 - Collaborate with advisor to check space availability through 25 Live: https://www.uww.edu/its/services/room-reservations
 - Reserve space through Rock Campus Scheduling. rck-scheduling@uww.edu
 - Complete Facilities Use Request Form; email Rock Campus Scheduling at rck-scheduling@uww.edu
 - Technical support: Javier Martinez at MartinezJM29@uww.edu and Trevor Rees at reest@uww.edu
 - Confirm with Risk Management (if necessary), Tanja Anderson at andersot@uww.edu
- □ Contact Program Advisory Board <u>rck-programboard@uww.edu</u> early with your ideas. They can provide potential support and update calendars when confirmed.
- □ Identify Resources: money, people, supplies/decorations, items, food, etc. See list below.
 - □ Budget Club Event: Confirm funding with advisor and Janine Peterson, petersjm@www.edu
 - □ Budget Campus Event: Contact Dean Clasen to determine available budget, clasenp@uww.edu
 - People: Delegate and assign duties to Advisor and Club Members. Use checklist as a guide.
 - □ Purchases: Supplies, equipment, food, entertainment, prizes, etc.
 - o Purchases must be tax exempt.
 - o Approved and documented in minutes by club members or campus committee.
 - o Collaborate with your Advisor, Tanja Anderson, and Janine Peterson
 - Complete Food Expense Checklist (attached)
 - o Complete Prize Form if holding raffles, bingo events, give away events. (attached)
 - o Speakers or Entertainment: Work with Tanja Anderson regarding required paperwork:
 - Quotes and Contracts
 - Insurance
 - Tax Information for Payment, etc.
 - Background checks
 - □ Event Promotion:

□ Complete Advertising Qualtrics Survey for Marketing Team: https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_3ypqPKVb1S6bUCW

Team members will assist with your event promotion. Members include: Ashley Mallu, MalluA15@uww.edu, Janine Peterson at petersjm@uww.edu and Zoe Cross at crossz@uww.edu

- □ Options for Event Promotion:
 - o Campus Inside Electronic Kiosks
 - o Outside Digital Sign
 - o Student Emails Janine Peterson, petersim@uww.edu, Tricia Clasen, clasenp@uww.edu
 - o Flyers/Posters creation and distribution (Solution Center approves and stamps).
 - o Sandwich Boards located in the mailroom.
 - o Social Media (Facebook and Instagram):
 - o Events Calendar Program Board and UW Whitewater
 - o Programming Board will add to events calendar.
 - o Community Locations determined by student organization.
 - o Movable Triangle Kiosks
- Cash: Are you selling items, charging for the event, or collecting monetary donations? You must follow cash handling procedures.
 - o Club members managing cash must go through a background check process.
 - o Contact Tanja Anderson, UWW Rock County Campus Administration Assistant at andersot@uww.edu for more information and set-up.

DAY OF EVENT

Who is staffing the event? Make sure they are ready. Include your Advisor.
Take Pictures
Be available for set-up and take-down as required and submitted on Facilities Use Request Form.
Have access to Maintenance as needed. 608-758-5442
Review cash handling process/procedures.

POST EVENT:

- □ Evaluate event!
 - Were objectives met?
 - Did attendance meet expectations?
 - Were participants interested?
 - Is this an event you would like to hold next year?

□ Record attendance on sign-in sheet. Required for expense reimbursement.

- What will you need to improve on?
- □ Collaborate with advisor and administration to deposit cash.
- □ Complete all purchasing paperwork for reimbursement!
 - Copy of club minutes approving the event and authorizing expenditures
 - Copies of invoices and shipping notices for supplies
 - Receipts and copies of receipts of purchases
 - Copies of advertising materials (posters, social media posts, etc.)
 - Copies of sign-in sheets