Things to do 5 weeks prior to event

- Initial meeting with your respective advisor (ARD/SLPA/ADSL) Not Started
- Figure out 6Ws of your event (who, what, where, when, why, how) Not Started
- Start looking into resources/supplies that you need Not Started
    - Are you bringing in an outdoor vendor? Are you giving out food? Will there be prizes? What kind of equipment do you need?
        - Vendors who are not in our Gateway system, you need to give at least 4-5 weeks notice to have them processed through the system.

Things to do 4 weeks prior to event

- Send a finalized supplies list for things that you need to have ordered to your advisor Not Started
- Start reaching out to any outside vendors you wish to bring to campus Not Started

Things to do 3 weeks prior to event

- If you require additional funding, submit funding requests at least 3 week prior to the event Not Started
- Reserve spaces for your event (Lawn requests/Lounge Spaces/etc.) Not Started
    - NOTE: Reserve spaces sooner rather than later so the space doesn't get booked up before you need it
- Reach out to any caterers that you might need Not Started
- If you need a cash advance, you must submit a request at least 3 weeks in advance (though sooner rather than later is best) Not Started

Things to do 2 weeks prior to your event

- Submit equipment requests (equipment requests require at least 5 business days for processing) Not Started
- Create a flyer for your event and have it approved by your respective advisor Not Started
- Hang up flyers around your residence hall once approved Not Started

Things to do 1 week prior to your event

- Confirm with event vendors and with caterers of your event happening Not Started

Things to do week of your event

- Do one final push for advertising your event Not Started
- Complete any shopping that still needs to be done (don't forget itemized receipts!) Not Started

- Confirm when you'll be able to pick up the equipment you requested Not Started

Things to do day of your event

- Print out attendance sheet(s) for your event Not Started
- Print out any prize verification forms you might need Not Started
- Pick up your equipment request from the respective office location Not Started

Things to do the week after your event

- Return all equipment borrowed for your event (no more than 1 business day post event) Not Started
- Submit all receipts and invoices for reconciliation/reimbursement (no later than 1 week post event) Not Started
- Take down all flyers/posters that were posted for advertising the event Not Started
- Complete a post event evaluation/reflection Not Started