

**SUNY MORRISVILLE
EVENT PLANNING CHECKLIST
Student Activities Office**

<u>Task or Activity</u>	<u>Person Responsible</u>	<u>Date Completed</u>
1. Advisor's Approval	_____	_____
2. Check campus calendar to Avoid conflicts:	_____	_____
3. Budget Planned:	_____	_____
4. Room/space reserved. See attached room/site Reservation guide for Appropriate contact person:	_____	_____
A. If outdoors, rain location Reserved:	_____	_____
5. Room set up	_____	_____
6. If off campus, location:	_____	_____
A. Transportation reserved College vehicles ext. 6084	_____	_____
B. Accommodations reserved:	_____	_____
7. Catering MAC 6076	_____	_____
8. Audio visual equipment set up.	_____	_____
9. Set up crew assigned:	_____	_____
10. Run time crew assigned:	_____	_____
11. Clean up crew assigned:	_____	_____
12. Publicity and Posters:	_____	_____

13. Publicity and Promotion

Campaign planned:

-Posters

-Flyers

-WCVM Media

-Press Releases/PSA

-The Chimes

-Other

14. If outside (off campus) agents

Are being used:

A. Original Contract must be
Turned in to Student
Activities Office

B. Confirmation received
From Agent/Artist

15. Other

Attach copies of all requests sent to specific offices as well as confirmations received contracts, budgets, publicity, lists, etc.