Planning a Campus Event To Do List

EVENT: _____

Use this TO DO LIST to help organize your planning committee. Everything you need to know for having a program at Cañada College is right here. Having questions, call Victoria Worch Coordinator of Student Activities, (650) 650-3373, worchv@smccd.edu

Members on the planning committee: _____

Facility Reservations	Need to do	Assigned person	Requested/ Completed
Decide who will be the contact and in charge of completing campus forms such as Facilities & Business office.	☐		☐
Brainstorm how many chairs and tables you will need for the event.	☐		☐
Brainstorm if you will have media needs such as microphone, portable sound system, etc.	☐		☐
Decide how many people you want to see at the event.	☐		☐
If you will have over 50 people and will invite the public	☐		☐
Thinking about having food, drinks? Decide what kind of food you want to sell, or give a way.	☐		☐
Decide how much you are going to sell the food and drinks for.	☐		☐
Complete "Facilities Reservation Request"	☐		☐
Get Advisor's Signature	☐		☐
Drop off to the Coordinator of Student Activities	☐		☐

DATE of EVENT: _____

TIME: Of EVENT: _____

PLACE OF EVENT: _____

DETAILS OF EVENT: _____

_____

Money in advance for food, decorations Reimbursement a club member	Need to do	Assigned person	Requested/ Completed
Decide and develop a budget on how much money you will need for the event.	☐		☐
Decide who will pay for it? Your club? Will you need to request money from ASCC?	☐		☐
To request money from the ASCC complete an Agenda Request and Budget Proposal. Drop off at the ASCC Office, ASAP.	☐		☐

	Need to do	Assigned person	Requested/ Completed
Pay Bills with the ASCC Requisition Form. You will need treasurer and advisor signature	☐		☐
Attach Invoice or Original Receipts	☐		☐
Drop off to the Coordinator of Student Life, ASB Office	☐		☐
Publicity	**Need to do**	**Assigned person**	**Requested/ Completed**
Email Robert Hood hoodr@smccd.edu to adverse your program on the Cañada College Web Page, Facebook, local newspapers, & Highway sign.	☐		☐
Email Coordinator of Student Activities to be advertised on the Campus Event Poster worchv@smccd.edu	☐		☐
Make Flyers, Posters, Facebook post	☐		☐
Post Flyers and Posters around campus	☐		☐
Send Individual Invites example: faculty, college president	☐		☐
Ask Club Advisor to Email the College Campus	☐		☐
Speaker/Band	**Need to do**	**Assigned person**	**Requested/ Completed**
Want to book a band or speaker? Must complete ASCC Performance Agreement and ASCC Requisition Form before they perform on campus.	☐		☐
Get Club President, Club Treasurer and Advisor Signature	☐		☐
Attach Invoice	☐		☐
Drop off to the Coordinator of Student Life, ASB Office	☐		☐
Follow up	**Need to do**	**Assigned person**	**Requested/ Completed**
Thank You notes	☐		☐
Return food/supplies to Office of Student Activities	☐		☐
Other To DO Items	**Need to do**	**Assigned person**	**Requested/ Completed**
	☐		☐
	☐		☐
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	☐		☐
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	☐		☐

Notes:

Next Planning Meeting: _____