EVENT PLANNING CHECK-LIST

Event Pre-Planning
- What kind of event is it?
- What are the goals for the event?
- How will the event benefit Auburn University students/community?
- Will the event be open to organization members/all students/general public?
- Is the event a duplication of another event? Has it been done in the past? What were its strength and weaknesses?
- Could the event possibly incur liability? What are the risks involved? Is it dangerous?

Event Logistics
- Set a date and time for your event. Does it conflict with any other campus event (midterms, finals, other organization events, or a holiday)? If so, how will you resolve the conflict?
- Has the facility or venue been reserved?
- Have you completed the appropriate permits or forms necessary for your venue? (Event Planning forms, amplified sound permits, etc)
- Will the event location attract or inhibit student attendance?
- What is the estimated attendance?
- Will you be selling tickets or needing event staff?
- Will you be providing food? If so, where is it coming from?
- Will anything be sold at your event? (T-shirts, donations, games, etc)
- Will you be requiring the services of a performer, band, speaker, DJ, dance troupe, etc? Will a contract be needed?
- What are your lighting, sound, and other equipment requirements?
- Do you need to reserve tables and chairs?
- Do you have a publicity / advertising plan?
- Do you have enough members and volunteers to help set up, run the event, and clean up afterward?
- Will security be an issue?
- Is there a rain plan if the event is outside?

Event Budget
- What is the budget for the event?
- Will the event be co-sponsored by another organization or academic department?
- Has your organization received any sponsorships from Organizations Fund, on campus departments, or off campus sponsors?
- Will your organization be donating any proceeds to charity?
- When all else fails, do you have a back-up plan?