

Indoor Event Planning Checklist for Student Organizations

Please discuss your event details with your co-event planners and presenters/performers and have as much information regarding the following event details prior to meeting with the Student Union Event Planning Coordinator.

- Advertising/ Invitations**
 - RSVP Deadline
 - Ultimate Advertising Guide <http://solid.uconn.edu/event-advertising-guide/>
 - Types of Advertising (on or off campus)
- Agenda- Event Timing**
 - Arrival
 - A/V Ready
 - Doors Open
 - Begin
 - End
 - Clean-Up
 - What activities are planned?
- Audience**
 - UConn Students
 - Faculty/Staff
 - Public (%Attending)
 - VIPs
 - Attendance of Minors (Non-Student Under 18) Requires *Risk Assessment Form*
- Budget/ Funding**
 - Approved USG funding
 - Org. Funds
 - Approved SUBOG Co-Sponsorship
 - Planned Expenses (Advertising, Food, Decorations, Vendors, AV)
- Contracts**
 - Performer/Presenter Name and where they are from
 - To Be Reviewed by Student Activities Programs Office staff, SU Room 308
- Equipment**
 - Audio/ Visual: Microphone, Projector, Screen, Sound, Internet, Laptop, Podium
 - Coat Racks
 - Stage
 - Tables/Chairs
 - Registration Table
 - Gift Table
 - Information Table
 - Electrical Needs
 - What items will you bring to the set-up? (banners, display, balloons)
- Food**
 - Planned Menu (if confirmed (no changes) 14 Business days in advance 10% off catering bill)
 - University Catering Coordinator Name
- Fundraising**
- Other Considerations**
 - Decorations (no glitter, confetti, real candles, fog, must use painters tape for signage)
 - Sound decibel limits
- Risk Management**
 - Room Capacity
 - Crowd Control
 - Bad weather call
 - Emergency Exit Awareness
 - Liability Insurance
 - Inflatables (Cert of Manufacturer Needed)
 - Police/Private Security
- Staffing/Volunteers**
 - Set-up/Decoration
 - Ushers
 - Registration/Check-in
 - Introductions
 - Clean-up
- Tickets**
 - Ticket Design
 - Presale Price
 - Price at the door
 - Donations
 - Change Fund
 - Cash Box
 - Securing Proceeds/ Deposit
 - service provided through Student Activities Business Office (SABO)with organization account