

PROGRAM PLANNING CHECKLIST

60 Days to 1 Year Before Event	<ul style="list-style-type: none"><input type="checkbox"/> Space Tentative – Reserve space at http://centerres.rutgers.edu, 848-932-8821 or centerres@echo.rutgers.edu<input type="checkbox"/> Questionnaire will be emailed 60 days before event. Event cancelled, if no response.<input type="checkbox"/> For Last Minute Booking Options – see reverse
30 Days Before Event	<ul style="list-style-type: none"><input type="checkbox"/> Review the online Student Organization & Advisor Handbook http://involvement.rutgers.edu/organization-officer-materials/handbook/<input type="checkbox"/> Details Due – Event details, setup and equipment needs must be submitted to your Event Coordinator by completing the Event Coordinator form https://megr.wufoo.com/forms/event-coordinator-information-form<input type="checkbox"/> Advisor Meeting – Schedule a meeting with your Advisor to review program & budget<input type="checkbox"/> Negotiate entertainment/food costs & complete contract checklists (if needed)<input type="checkbox"/> Complete co-sponsorship agreement (if needed)<input type="checkbox"/> Fill out Special Event Parking Request (if expecting more than 10 outside guests)<input type="checkbox"/> Arrange any outside equipment rentals and obtain insurance (if needed)<input type="checkbox"/> Fill out fire safety permits (if necessary)<input type="checkbox"/> Arrange for ticket sales through SABO (if needed)<input type="checkbox"/> Discuss security coverage with Advisor (if needed)<input type="checkbox"/> For trips, meet with Advisor to review/approve trip & print waivers
3 weeks Before Event	<ul style="list-style-type: none"><input type="checkbox"/> Event Confirmed – Event Coordinator will confirm your reservation, and using the event coordinator form will contact you if additional information is needed.<input type="checkbox"/> Get contract(s) signed by entertainer(s) & return the signed copies to your Advisor<input type="checkbox"/> Submit check requests in SABO for contracted individuals/vendors<input type="checkbox"/> Delegate hospitality responsibilities/order catering (if needed)<input type="checkbox"/> Arrange for publicity/make flyers/invitations<input type="checkbox"/> Delegate set-up/clean-up responsibilities<input type="checkbox"/> Arrange for day-of-event volunteers
15 Days Before Event	<ul style="list-style-type: none"><input type="checkbox"/> Notify the Event Coordinator if any changes are needed<input type="checkbox"/> Submit any remaining check requests in SABO for contracts or invoices to ensure timely payment<input type="checkbox"/> Purchase prizes and complete prize form (if approved)<input type="checkbox"/> Distribute publicity/flyers/invitations (To post at bus stops, the Student Involvement Office or Student Centers must stamp your flyer before you make copies), promote through getINVOLVED.<input type="checkbox"/> Confirm security (if applicable) with Advisor and Event Coordinator<input type="checkbox"/> Confirm set-up/equipment from outside vendor (if applicable)<input type="checkbox"/> Confirm hospitality (if applicable)<input type="checkbox"/> Confirm event volunteer staff responsibilities
7 Days Before Event	<ul style="list-style-type: none"><input type="checkbox"/> Confirm entertainment and food<input type="checkbox"/> For trips, confirm transportation & reservations<input type="checkbox"/> Get parking passes for entertainers (if necessary)
Week of Event	<ul style="list-style-type: none"><input type="checkbox"/> For trips, submit trip itinerary & waivers 5 days before event to SAC Involvement Office<input type="checkbox"/> Pick up check(s), pick up equipment, pick up decorations<input type="checkbox"/> Contact members/review responsibilities<input type="checkbox"/> Pick up pre-packaged snacks or confirm catering delivery (if applicable)
Day of Event	<ul style="list-style-type: none"><input type="checkbox"/> Check in with Student Center at the Information Desk<input type="checkbox"/> Set-up/decorate<input type="checkbox"/> Implement program<input type="checkbox"/> Break down/clean-up<input type="checkbox"/> Make deposit in Student Center (if charging at door)
After Event	<ul style="list-style-type: none"><input type="checkbox"/> Send thank you notes and remaining checks<input type="checkbox"/> Complete evaluation form<input type="checkbox"/> Pay any remaining bills and get PERR forms signed by Advisor

THROUGHOUT THE EVENT PLANNING PROCESS,

MAKE SURE THAT YOU KEEP IN CONTACT WITH YOUR ADVISOR!

“Book It Now” Rooms

Reservations that qualify as a **“Book It Now Room”** can be placed on a Confirmed status up until 5:00PM the day before the requested event. These rooms cannot be changed from their standard setup. The following rooms are “Book It Now Rooms”:

- Busch Student Center rooms 115, 117 and 118
- Cook Student Center rooms 111 and Merle V. Adams
- Douglass Student Center rooms A and D
- Livingston Student Center rooms 109, 111 and Board Room
- College Ave Student Center Atrium Conference Room and 413 (Cap and Skull room)
- Student Activities Center Conference Room

No change in setup is permitted in order to allow for the 5PM cut off.

If you are planning to use your funds to pay for food or other activities in these spaces, you still need your Advisor’s approval.