

## PROGRAM PLANNING CHECKLIST

<b>9 Weeks to 1 Year Before Event</b>	<ul style="list-style-type: none"> <li>• <b>Space Tentative</b> – Reserve space at <a href="http://centerres.rutgers.edu">http://centerres.rutgers.edu</a>, 848-932-8821 or centerres@echo.rutgers.edu. (Note: Must confirm still using the space 9 weeks before)</li> <li>• <b>Event &amp; Activity Certification for events with 25 or more people</b>– After you receive confirmation that your space is tentative, review the detailed <b>Event &amp; Activity Certification System information located at:</b> <a href="https://ipo.rutgers.edu/events">https://ipo.rutgers.edu/events</a> and then <b>submit</b> your event/activity. You will receive an email letting you know that your event/activity has been certified.</li> <li>• <b>For Last Minute Booking Options</b> – see “Book it Now” Rooms section</li> </ul>
<b>4 Weeks Before Event</b>	<ul style="list-style-type: none"> <li>• <b>Details Due</b> – Event details, setup and equipment needs must be submitted to your Event Coordinator by setting up a meeting or completing this form <a href="https://megr.wufoo.com/forms/event-coordinator-information-form">https://megr.wufoo.com/forms/event-coordinator-information-form</a>.</li> <li>• <b>Advisor Meeting</b> – Schedule a meeting with your Advisor to review program &amp; budget details and <b>share your Event/Activity Certification.</b></li> <li>• Negotiate entertainment/food costs &amp; complete contract checklists</li> <li>• Complete co-sponsorship agreement (if necessary)</li> <li>• Obtain insurance (if necessary, for outside rentals, vendors)</li> <li>• Arrange any outside equipment rentals (if needed)</li> <li>• Request Special Event Parking link for 10 or more guests</li> <li>• Notify fire safety (if necessary)</li> <li>• Arrange for ticket sales through getINVOLVED (if needed)</li> <li>• Discuss security coverage with Advisor (if needed)</li> <li>• For trips, contact your Advisor for more information</li> </ul>
<b>3 Weeks Before Event</b>	<ul style="list-style-type: none"> <li>• <b>Event Confirmed</b> – Event Coordinator will confirm your reservation</li> <li>• You must notify the Event Coordinator if any changes are needed</li> <li>• Get contract(s) signed by entertainer(s) &amp; return the signed copies to your Advisor</li> <li>• Generate check requests in SABO for contracted individuals/vendors &amp; send C number to Advisor (if requested)</li> <li>• Delegate hospitality responsibilities/order catering (if needed)</li> <li>• Arrange for publicity/make flyers/invitations</li> <li>• Delegate set-up/clean-up responsibilities</li> <li>• Arrange for day-of-event volunteers</li> </ul>
<b>2 Weeks Before Event</b>	<ul style="list-style-type: none"> <li>• Submit any remaining check requests for contracts or invoices to ensure timely payment</li> <li>• Purchase prizes and complete prize form (if necessary)</li> <li>• Distribute publicity/flyers/invitations (To post at bus stops, the Student Involvement &amp; Leadership Office or Student Centers must stamp your flyer before you make copies), promote through getINVOLVED</li> <li>• Confirm security with Advisor (if applicable)</li> <li>• Confirm set-up/equipment from outside vendor (if applicable)</li> <li>• Confirm hospitality (if applicable)</li> <li>• Confirm event volunteer staff responsibilities</li> </ul>
<b>1 Week Before Event</b>	<ul style="list-style-type: none"> <li>• Confirm entertainment and food</li> <li>• Get parking pass link for 9 or less guests (if necessary)</li> </ul>

<b>Week of Event</b>	<ul style="list-style-type: none"> <li>• Pick up check(s), pick up equipment, pick up decorations</li> <li>• Gather supplies for transport to the event location</li> <li>• Contact members/review responsibilities</li> </ul>
<b>Day of Event</b>	<ul style="list-style-type: none"> <li>• Check in with Student Center information desk</li> <li>• Set-up/decorate</li> <li>• Pick up food (if applicable)</li> <li>• Implement program</li> <li>• Break down/clean-up</li> <li>• Make deposit (if charged at door)</li> </ul>
<b>After Event</b>	<ul style="list-style-type: none"> <li>• Send thank you notes and remaining checks</li> <li>• Complete evaluation form</li> <li>• Pay any remaining bills and get PERR forms signed by Advisor</li> </ul>

**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, excluding weekends. 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
- 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.