



Event Planning Checklist

Event: _____ Chairperson: _____

Committee members: _____ Co-Chair: _____

Name	Cell	Email

Establish a timeline (allow 4-6 weeks of planning, preparations should be finalized 1-2 weeks in advance)

Date of event _____ Time of Event _____

Location of Event _____

Resource people/departments: _____

BUDGET \$ _____ EXPENSES (food, decorations, entertainment, flyers/printing costs)

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Delegation of Duties:

To be accomplished	Committee member responsible	Date Due	Date completed
Check location availability/reserve ASTRA			
Submit instructions to maintenance			
Multi Media request for microphone, music			

To be accomplished	Committee member responsible	Date Due	Date competed
Submit ASBG funding request to Budget & Finance committee			
Submit Green Sheet for all purchases			
Complete Blue Sheet for cash box			
Collect all receipts for purchases			
Create posters, flyers			
If anything is being sold, fundraising request must be submitted (2 weeks prior)			
Plant Services requests (pop ups)			
Transportation/mileage/per diem			
Liability forms completed			

NOTE:

Work with the Student Activities office to obtain Green Sheets, Blue Sheets, Budget & Finance Requests, Instructions to Maintenance forms, to do printing work orders, and to reserve locations in ASTRA. All of these forms should be submitted at least two weeks prior to any event.

ASBG board meetings are held on Wednesday's at 12:30pm in G106A.

Student Activities Office...We are here to help!

Forms can be found online at www.hancockcollege.edu/asbg or visit the Student Activities Office in the Student Center G105

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