RSO Event Planning Checklist

Full RSO Name:
Event Name:
Date(s):
Location:
Main Event Contact Name/Phone:
Estimated Attendance:

Facilities:
- Location(s) reserved:
- Rain location reserved:
- Number of attendees:
- Disability Accommodations:
- Open to off-campus?
- Ticketed event?
  - On-campus ticketing
  - Off-campus ticketing
- Set-up Confirmed (i.e. tables, chairs, stage, garbage, etc.)
- Set-up Date/Time:
- Garbage:
- Compost:
- Recycling:
- Tent(s) Needed:

Audio/Visual/Lighting:
- Equipment ordered:
  - Vendor contact:
- Set-up Date/Time:

Publicity:
- Physical promotion (flyers, posters, banners):
- Print media promotion (newspaper ads):

Food:
- Food Permits:
- Banquet Permits:
- Alcohol Permits:
- Vendors:
- Set-up/Delivery Time:

Speaker/Band/DJ/Honorarium:
- Performer name/contact:
- Contract submitted:
- Contract signed on:
- Payment confirmed:

Decorations:
- Balloons:
- Tablecloths:
- Table signs:
- Other decorations:

Printed Materials:
- Programs:

Digital/social media promotion:
Online event listings (RSO Community, HUB Calendar, Facebook, blogs, etc.):
Event coverage (social media, photography, video, etc.):
Directional signs:
Name tags:

Parking/Transportation:
- Parking permits ordered:
- Disability parking permits ordered:
- Valet service?

Security:
- UWPD:
- Outside security vendor:
- Minors present?

Funding:
- Fundraising permit:
- HUB RSO Event Fund:
- Wells Fargo Grant:
- UWAA Grant:
- ASUW Funding:
- GPSS Funding:
- Other funding:

Post Event:
- Return rentals:
- Send thank you notes:
- Paid all bills:
- Paid all honorariums:
- Submit receipts for any charitable donations:
- Complete any required surveys/reports for any grants that were used:
- Participant evaluations:
- Organizers/volunteers evaluations:
- Create list of do’s and don'ts for next time: