STUDENT CLUB/ORGANIZATION EVENT PLANNING TIMELINE

To better assist you in planning your event, please complete this checklist. While this is not required, we recommend students completing this for large scale or first time programs and schedule an event consultation meeting with the your assigned Event Consultant. Please note that this is a general guide and additional tasks may be required (particularly for large-scale events).

Preferred Event Specifics:

Program title: ____________________________

Day of week: Mon  Tue  Wed  Thu  Fri  Sat  Sun
Program date: ____________________________
Program time: ____________________________
Student e-mail: ____________________________

Location: ____________________________
Student contact: ____________________________
Organization: ____________________________

2-6 Months Out – Starting the Process:

__Look at Your Budget – what do you have for the event ____________________________
  • Use the attached Budget Worksheet as a guide
  __Submit a space request using 25live
  __Identify what portions of the event will need to be contracted (DJ, performers, sound, etc...) and begin the contracting process
  __Identify what other services will be needed

  • Food /Catering?  YES  NO
    • Contact Gourmet Dining (rowan.edu/dining) for catering or catering waiver

  • Additional/Parking/Expecting Outside Guests?  YES  NO
    • Parking should be coordinated with Parking Services.
    • If yes, how many outside guests are expected ______
    • Public Safety may be required for your event ($20/hour/officer).
      This will be discussed in your Special Events Meeting.

  • Event set-ups?  YES  NO
    • CSC room diagrams are available at rowan.edu/studentcenter
    • Contact 25live scheduler for other spaces on campus

  • AV/Tech & Multimedia Support (SUP, CSC, or professional company)  YES  NO
    • CSC provides basic tech support for our spaces.
    • If additional tech is needed, SUP Tech Request forms are available in CSC Room 117, or you can contract a professional company.

  • Selling Tickets at the Information Desk or charging at the door  YES  NO
    • If selling tickets at the desk, your confirmation of sale is determined at the Special Events meeting.
    • If charging at the door, Public Safety will be required for your event ($20/hour/officer). This will be discussed in the Special Events meeting.

  • Are you showing a movie, film or video clips  YES  NO
    • If yes, make sure to secure the movie/film rights.

  • Are you selling items, collecting funds or hosting a vendor  YES  NO
    • If yes, fill out the SGA Fundraising Form.

  • Do you need more tables/chairs/trashcans/power than a space provides?  YES  NO
    • Use Rowan.edu/rowanworks to request additional supplies

  __Make an Event Consultation appointment with the Student Center staff

    • This meeting is not mandatory but helps to answer some questions early on in the process.
      It is recommended for all new event planners and first time events. This is offered in addition to the mandatory special events meeting.

  __Develop marketing/advertising campaign

    • Refer to CSC posting policies at rowan.edu/studentcenter or the Policies and Procedures Manual
Minimum of 20 Business Days Out:
__If not yet done so, complete 25live reservation
__Book sound support (if applicable)
__Develop a timeline for night of events
  • Doors Open ____________
  • # Workers Needed ____________
__Confirm RowanWorks order with Facilities for additional power/tables/chairs/trashcans if needed
__Make sure contracts are complete and signed by both parties
__Submit MDVs to cut checks

10-20 Business Days Out:
__If not yet done so, schedule Special Events meeting with Student Center staff
  • The Special Events meeting is to determine risk to the University and whether or not Public Safety needs to work the event. It also serves the chance to take care of last minute logistics, such as room diagram questions.
__Purchase any additional needs from performance contracts ________________________________
__Have all advertising started on campus. List three advertising methods below:
______________________________
______________________________
______________________________
__Obtain volunteers
__Review budget. Determine if the event coming in on budget.
__Identify if any equipment is being dropped off early. If so, do you have a storage place and/or approved early arrival in your reservation? If early drop off expected, who from the student group is meeting the supplier of the drop-off?

5-10 Business Days Out:
__Refresh all advertising methods
__Confirm all room diagrams
__Verify all contracts/MDVs have been processed for payment with SGA
__Call performers/companies to finalize all arrangements
  • Arrival Time ____________
__Exchange Emergency Contact Info with any speakers, performers, or service providers:
  • ____________________
  • ____________________
  • ____________________

1-5 Business Days Out:
__Develop a task list/checklist/timeline for day of event
__Gather all requests/work orders into one central location for easy access
__Gather any supplies, decorations, other things you need to take with you to the event