

Event Planning Checklist for Clubs

Planning ahead and staying organized are some of the key components to a successful event! Use this checklist as a guide to ensure that you are on track for your upcoming event.

First Steps:

- Assemble an event planning and implementation team
- Decide on a day and time for the event. Look for conflicting events on that date
- Reserve your event location
 - Not sure who to contact? [Click here!](#)
- If your event is an Outdoor Event, complete the request form on [FREDconnect](#) to start the required approval process
 - Be sure to reserve a backup location for your poor weather plan!

Determine your audience:

- If you expect more than 300 in attendance, complete the Large Event Form on [FREDconnect](#).
- If your event will have more than 499 in attendance, please email Campus.Life@fredonia.edu to begin making arrangements for Crowd Managers
- If you intend to invite or allow guests under the age of 17, it is your club's responsibility to work with the club advisor to ensure the [Child Protection Policy](#) is being adhered to.

Decide on the activities and components of the event:

- Some spaces might require the completion of a set up sheet (Williams Center MPR, Blue Lounge, Steele Hall Fieldhouse). Be sure to complete necessary documents early to ensure accurate set up.
- Supplemental technology, additional sound reinforcement, or special lighting may be at the cost of the club. Please indicate if you will need additional support in these areas early.
- Food at open events must be contracted through FSA. Please email FSA.Catering@fredonia.edu to begin your order
- Will you need supplies, prizes, decorations, or other items? If so, a Request Form and/or Requisition Form must be completed for SA clubs.
- Are you hiring a person or company to provide a service? If so, a yellow contract form must be completed and turned in to the Student Association at least two weeks before the event.
- Movies at open events require the host to obtain the Public Performance Rights to the film. Please email Campus.Life@fredonia.edu to inquire about pricing.
- Fundraising events must be approved. Complete the [Fundraising Request form](#) on [FREDconnect](#).

Plan for after the event:

- Determine what supplies you will keep, where they will be stored, and what items to donate or toss. Keep an inventory of items on a shared document for your club.
- Send thank you letters or emails to speakers, volunteers, etc.
- Debrief as a team and reflect on the event, take notes for future use.



Tip #1: Promote Your Event!

Add your event to the [FREDconnect](#) and [Campus Events Calendars](#) for maximum promotion!

1. Go to the [Events Calendar](#)
2. Log In with your e-services information
3. Complete all fields as best as you can. Be sure to use a simple image or your club logo.
4. Select "Student Events" for the Event Type
5. Select "Campus Life" for the BlueView options.
6. Submit

Tip #2: Get to know the people and resources that can help you plan!

Campus Life staff members are ready to assist you in the event planning process! Please contact us or stop by the office for assistance.

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