

EVENT PLANNING CHECK LIST

Running an event other than your regular weekly meetings takes extraordinary planning and scheduling. Please do not start planning or advertising your event until all of the tasks listed below have been completed. Any events or activities that have not been scheduled correctly will not be able to take place.

_____ **Activity Approval**

If this is a new event or activity, approval from the Director of Student Activities is needed.

_____ **Facility Request**

A Facility Request **MUST** be filled out and submitted to **Amy Schroeder** for every event or activity that your club organizes. This includes fundraisers, gatherings, meetings, ticket sales, t-shirt sales, etc. Filling out and submitting a Facility Request will verify that the day and location is available for your event and not reserved by another club. Tables, chairs, risers, and any other special equipment can be reserved through your Facility Request (attached at end).

_____ **Budget Approval**

Clubs need to cover all costs of running their events by charging admission to the event, by using club funds, or by fundraising prior to the event.

_____ Are you ordering food for your event?

_____ Have you gotten food serving supplies? (plates, napkins, utensils, plastic gloves)

_____ Are you purchasing decorations (see Decorating Instructions in Sponsor Handbook)

_____ **Travel Arrangements**

Anytime a sponsor takes students off school grounds transportation guidelines need to be carefully followed. Please contact Ellen Hirsch ext. 4142 in the Prep Office with any questions regarding bus rentals, mini bus reservations, or other transportation needs.

_____ **Event Security**

Have you anticipated adequate chaperones/security/volunteers to run your activity safely?

_____ Advertising

Publicity is one of the most important and sometimes most often neglected components of building any club. Many times there are wonderful activities or accomplishments of a club and very few people are aware of them. In order to publicize an event well, you must have **THREE** solid weeks of varied and continual publicity. Each club should have someone responsible for announcements.

_____ Student Activities Spirit-Tron contact Vicki Collins

_____ Daily bulletin and scrolling monitors contact Peggy Gaier

_____ Main web page and local news outlets contact Jim Conrey

_____ Create a SNN video (follow instructions in Sponsor Handbook)

_____ Student Activities Facebook page (<http://www.facebook.com/shsactivities>)

(See Sponsor Handbook for other ideas to advertise your event)

_____ Posters

Posters can be hung on the 30 Student Activities bulletin boards located throughout the East and West buildings.

- Posters need to be no bigger than 8-1/2 X 11

- Each Poster needs to be individually stamped by Student Activities and approved by the Sponsor. You cannot make one poster, get it stamped and approved, and then make multiple copies.

_____ Banners

Banners can be made from the rolled butcher paper located in either building. Usually one or two banners can be made for each building. The hanging of banners **MUST** be approved through the Student Activities Director **PRIOR** to making or hanging them. Once banners are approved and created they can be dropped off in the Student Activities office to be hung. Please designate where and for how long each banner should be displayed.

_____ Collecting Money

If you are charging admission to your event or if you are selling anything during your event you need to carefully follow the instructions for handling money (see Sponsor Handbook). No money can be held or kept by a sponsor or student before or after your event.

_____ Submitted Start Up Cash Request form to **Amy Schroeder**

_____ Deposited ALL money the DAY OF YOUR EVENT

*** Note: If you need to store anything in the Student Activities office before, during, or after your event, please obtain PRIOR approval from Amy Schroeder before dropping anything, leaving anything, or having anything delivered. This includes but is not limited to dropping off baked goods for bake sales, storing T-shirts for fund raising, or having supplies or decorations delivered.**

After Your Event

_____ Recognition

Recognition is another important aspect of running successful events and building club membership. Acknowledging the great things that your club has done is a powerful validation of your students and an impactful way to honor their efforts. If your event raised money for a charity, people should know how much you raised and how you are donating it. If your club brought attention to an important issue, people should know how you did that. Let people know the great things you are doing!

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_____ Nomination for Prominent Patriot (outstanding character and citizenship award)

_____ Nomination for Jefferson Award (outstanding service leadership award)

_____ Activity Log

All activities and events need to be logged into the Activity Log

FACILITIES REQUEST FORM

Club Name: _____

Sponsor(s): _____

Date(s) of Meeting/Event: _____

Meeting/Event Information

Day of the week: S M T W Th F S

DATE(S) of Meeting/EVENT:

Meeting/Event Start Time: _____

Meeting/Event End Time: _____

LOCATION:

Cafeterias West Wood Glass East

Building Preference: East West

Attendance: _____

Set-up needs: Tables _____

Chairs _____

Open Room

Equipment needs:

AV: _____

Special Instructions:
