

## **Clinton Community College Club/Organization Event Checklist**

### **1. Establish event details**

- Name of event
- Objective
- Assign people to set up, run event and clean up
- Get budget approved
- Date of event (have more than one option, in case the space is booked)
- Event times (set-up, start, end)
- Outline
- Target audience and attendance
- Assign a budget from club funds. If you need to request special event funding, fill out this form  
<http://www.clinton.edu/StudentSenate/Content-docs/dc/6421/gid/33/document.cml> and hand it into the Director of Campus Life to bring to the Senate for approval
- Determine space needed and resources such as tables, chairs, or equipment
- Check event calendar to make sure there are no conflicting events
- Get advisor approval
- Create a back-up plan if the event is to be held outdoors

### **2. Determine Guest**

- Approve speaker with Director of Campus Life
- Invite presenter or speaker to campus
- Create a back-up plan if presenter suddenly can't make it

### **3. Book venue/verify campus resources**

- Book space with buildings and grounds (Sean Wright)  
<http://www.clinton.edu/fbonline/calendar.asp>
- Request equipment for day of with building and grounds
- Food for event and guest
- Security
- Parking

### **4. Fill out Club/Organization Event Request Form Online**

- Complete form and wait for email approval from Director of Campus life  
<http://www.clinton.edu/FSA/StudentEventsForm.fml>
- Answer all questions needed in order to gain approval, if any
- Make adjustments to request as needed
- If event is not approved, the Director of Campus Life will share reasons and cancel booked space with Buildings and Grounds

### **5. Contracts**

- Have contracts signed by advisor and VPSA

- Book hotel
- Make arrangements
- Complete and hand in purchase orders to club advisor
- Book vehicle to purchase any supplies needed for the event
- Director of Campus Life may ask for contract and the proof that the College is additional insured if you are using an outside vendor. The contract would then be brought to Lisa Shovan for final approval

## **6. Advertise**

- Put up flyers
- Find a creative way to get the word out
- Create a slide to be put on the monitors
- Decorate in the area of the event on the day of
- Have club advisor send an email to all students
- Have advisor send an email to Gina Brightwell to have event advertised on social media and in weekly emails to all College employees

## **7. Day of event**

- Arrive early
- Make sure set up is correct, and contact B&G if it is not
- Decorate
- Host event
- Clean up
- In case of an emergency, call campus security at 518-593-0777
- Have fun!

## **8. Clean up and thank you**

- Make sure there is no garbage or messes left behind
- Make sure everything is left the same way it was found
- Sign off and turn off all equipment and return anything that shouldn't be left
- Turn off the lights and call security to lock the door, if it was locked when you arrived
- Thank all guests and everyone that helped make the event a success

## **Club/Organization Event Procedure**

1. Review the student event planning checklist with your club or organization
2. Sort out all of the details of the event
3. Book the space and equipment needed by using this link:  
<http://www.clinton.edu/fbonline/calendar.asp>
4. Fill out the club/organization event request form using this link:  
<http://www.clinton.edu/FSA/StudentEventsForm.fml>
5. Wait for email approval from the Director of Campus Life or designate
6. Answer any questions needed before approval
7. Advertise
8. Host the event
9. Have fun
10. Return all equipment and leave everything in the same condition you found it in