

Outdoor Event Planning Checklist for Student Organizations

Please discuss your event details with your co-event planners and presenters/performers and have as much information regarding the following event details prior to meeting with the Student Union Event Planning Coordinator.

Advertising

- Ultimate Advertising Guide <http://solid.uconn.edu/event-advertising-guide/>

Agenda- Event Timing

- Volunteer Arrival Rented Equipment Arrival / Retrieval Begin
- End Clean-Up
- What activities are planned?

Audience

- UConn Students Faculty/Staff Public
- Attendance of Minors (Non-Student Under 18) Requires *Risk Assessment Form*

Budget/ Funding

- Approved USG funding Org. Funds
- Planned Expenses (Advertising, Food, Equipment, Vendors, AV)

Contracts

- Equipment
- Performer/Presenter Name and where they are from
- To Be Reviewed by Student Activities Programs Office staff, SU Room 308

Equipment

- Audio/ Visual: Group needs to supply any AV equipment needed
- Stage
- Tables/Chairs (may need to be rented)
- Tents (the SU does not supply tents, you would need to rent tents from a private company) - size, delivery/ setup/ breakdown times, company contact information, insurance would be required
- Electrical Needs – depending on the location, you may be required to bring outdoor extension cords, rent a generator (from an outside source – would require insurance and a trained technician) or pay for a University Electrician for access
- Port-o-pots (may need to be rented from an outside source)
- What items will you bring to the set-up? (banners, display, balloons)

Food

- Planned Menu (if confirmed (no changes 14 business days in advance 10% off catering bill)).
- University Catering Coordinator Name

Other Considerations

- Sound decibel limits
- Bad weather (rain call, back up location, back up date)
- Trash
- Parking for vendors/ performers

Risk management Crowd Control

Staffing

- Set-up Crowd Control Clean-up