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