Indoor 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/ Invitations**
  - RSVP Deadline
  - Types of Advertising (on or off campus)

- **Agenda- Event Timing**
  - Arrival
  - A/V Ready
  - Doors Open
  - Begin
  - End
  - Clean-Up
  - What activities are planned?

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

- **Budget/ Funding**
  - Approved USG funding
  - Org. Funds
  - Approved SUBOG Co-Sponsorship
  - Planned Expenses (Advertising, Food, Decorations, Vendors, AV)

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

- **Equipment**
  - Audio/Visual: Microphone, Projector, Screen, Sound, Internet, Laptop, Podium
  - Coat Racks
  - Stage
  - Tables/Chairs
  - Registration Table
  - Gift Table
  - Information Table
  - Electrical Needs
  - 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

- **Fundraising**

- **Other Considerations**
  - Decorations (no glitter, confetti, real candles, fog, must use painters tape for signage)
  - Sound decibel limits

- **Risk Management**
  - Room Capacity
  - Crowd Control
  - Bad weather call
  - Emergency Exit Awareness
  - Liability Insurance
  - Inflatables (Cert of Manufacturer Needed)
  - Police/Private Security

- **Staffing/Volunteers**
  - Set-up/Decoration
  - Ushers
  - Registration/Check-in
  - Introductions
  - Clean-up

- **Tickets**
  - Ticket Design
  - Presale Price
  - Price at the door
  - Donations
  - Change Fund
  - Cash Box
  - Securing Proceeds/Deposit
  - Service provided through Student Activities Business Office (SABO) with organization account