Event Checklist

* The following is a BASIC checklist for event preparation when planning an event on campus. It is not all-indusive and should be used as a guide. Please contact the Office of Leadership and Student Involvement for more help or if you have any questions. * This planning form does not take the place of needing to formally reserve space on campus. You must also do that!

Name of the event:

Budget:_____

Date:

_Time: ____

Location:_____

Sx or More Weeks Before Event- Goal Setting