Student Organizations Event Planning Checklist

Determine Event Idea
Select Dates & Times (considering setup and cleanup time needed)
Check spaces available on campus
Submit Student Organization Event Request Form 2017-2018
Which of the following pertains to the event?:

● Ticket/Admission Fee
● Fundraising
● Paid Speaker or Performer
● Non-NJIT Guests
● Contracts (vendors, rental equipment, etc)
● Specific Room Set-Up
● Food/Catering via GDS
● Outside Food
● Media/Technology via ITMS
● Request to use Student Life supplies
● Request to use Pub supplies
● Public Safety/Additional Security needed during event

Determine tasks and delegate to membership
Create Promotional Materials
Determine Promotional Methods
Advertise, Advertise, Advertise!
Purchase Supplies
Setup
Cleanup
Assess Your Event:

● How did it go?
● What went well?
● What would you change for next time?