

Student Engagement Club Event Planning Sheet *

Required

1.
Club Name *

2.
Email address*

3.
What is the name of your event?

4.
Date of Event

Example: December 15, 2012

5.
Starting Time of Event

Example: 8:30 AM

6.
Ending Time of Event

Example: 8:30 AM

7.
Description of Event

8.
Who and What roles are needed?

9. Will people need to pay for this event?
Mark only one oval.

Yes

No

10. How much?

11. Do You need Sign Ups?
Mark only one oval.

Yes

No

12. When will sign ups begin?

Example: December 15, 2012

Facilities

Think about where you want this event to be and where it will best fit.

13. Do you need Sound & Equipment?
Mark only one oval.

Yes

No

14.

What do you need for Sound & Equipment?

Check all that apply.

Microphones

Speakers

Aux-cord to connect to speaker

Grill

Other:

17.

What rooms/locations do you need?

Check all that apply.

None

Classroom (If so, what size classroom - large, small)

Lower Level Lounge

Other:

Food & Supplies

Think about what you need for this event and please be specific.

18.

Will you need food and drinks at the event?

Mark only one oval.

Yes

No

19.

What kind of food and how much of each?

20.

What Decorations do you need?

21.

Any extra info we need to know?

Advertisement

How can we get the word out?

22.

Is your flyer done? Submit it!

Files submitted: