|  |  |
| --- | --- |
| Program TYPE | Events With Food |
| EVENT TITLE |  |
| Event Date |  |
| location (rain location) |  |
| Event Start Time |  |
| Event End time |  |
| Room Occupancy |  |
| Event Lead(s)  Contact phone # |  |
| Ticket quantity |  |
| ticket price |  |
| Event managers (1 per 25 attendees) |  |
| Co- sPONSOR(S) |  |
| funding (i.e. Budget, Supplemental, Grant, outside funding, etc.) |  |
| vems reservation # |  |

Things to do **BEFORE** Activity Registration and **Before** Event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | **Logistics** | **Person Assigned** | **Notes** |
|  | Reserve location | VEMS Contact |  |
|  | Review budget: how much money do you have for Food, Event Support, Decorations, etc. |  |  |
|  | If event is a fundraiser review [Fundraising Policy](https://www.rochester.edu/college/wcsa/organizations/fundraisers.html) |  |  |
|  | Review [Large Event Protocol](https://www.rochester.edu/college/wcsa/assets/EventResources/LargeEventProtocol.pdf). |  |  |
|  | Decide on ticket quantities  (Based on your budget and size of space) |  |  |
|  | Off campus guests: How many? Any under 18 years old? |  |  |
|  | Assign Event Managers **(1 event manager per 25 attendees)** |  |  |
|  | If you are having a guest speaker/performer(s) work with your advisor to determine if contracts are needed DO NOT SIGN ANY CONTRACTS |  |  |
|  | Develop marketing plan (design flyer, social media campaign, etc.) Please see flyer guidelines for what is appropriate and what information needs to be on the flyers.  Decide on theme/decorations |  |  |
|  | Review List of [Approved Food Caterers](https://www.safety.rochester.edu/sanit/catering.html)  Get quotes from caterers |  |  |
|  | Meet with your advisor to review Activity Registration Form |  |  |
|  | Create Risk Management Plan for event |  |  |
|  | Register your event on CCC (MIN 30 days in advance) |  |  |

Things to do **during** Activity Registration but **before** event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Ensure Ticket information is correct in Activity Registration Form |  |  |
|  | Schedule meeting with ECM in the event location. Regularly communicate with advisor and Event Support |  |  |
|  | If there are contracts to sign, work with your advisor DO NOT SIGN CONTRACTS YOURSELF |  |  |
|  | Have your Business Manager submit **Green** **Forms** for all invoices b*efore* the event | Business Manager |  |
|  | If your special guest needs parking, work with your advisor to access \*Parking Passes |  |  |
|  | Review and submit **Supply/Resource Form** (for plates, cups, cutlery, other supplies for an event with food, decorations, and \*Parking Passes) |  |  |
|  | If using the ballroom, schedule a meeting with ECM 2-3 weeks before the event to discuss lighting for the event. |  |  |
|  | Review your CCC chat **every day** – all event notes will be in the chat section |  |  |

Things to do **Day of/during** Event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Put up any signage needed |  |  |
|  | Decorations: Please be aware of restrictions re: where you can and *cannot* place/hang decorations. |  |  |
|  | Have Event Managers check in to event location *before* the start time with advisor and Event Support |  |  |
|  | Tell Event Managers where they should be |  |  |
|  | At the end of the event clean-up the space |  |  |

Things to do **after** event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Send thank you notes |  |  |
|  | Submit any forms that have not been completed (i.e., Green Form) |  |  |
|  | Submit Activity Reflection Form |  |  |
|  | Schedule debrief meeting with advisor and event managers |  |  |
|  | After debrief meeting update Transition Documents for future e-boards. |  |  |

**ACTIVITY NOTES:**

### Event Planning Resources

Review WCSA’s [event planning resources page](http://rochester.edu/college/wcsa/event-planning/resources/index.html) to learn more about advertising, ticketing, food , guest accommodations, and more.