

# STUDENT ORGANIZATION EVENT PLANNING CHECKLIST

1. Event TITLE:

2. Event Ownership:

YOUR ORGANIZATION:

Who is IN CHARGE [Name]:

Contact:

Phone/E-mail:

Event is Co-Sponsored by:

Who is IN CHARGE for CO-SPONSOR[Name]:

Contact:

Phone/E-mail:

This is a Fundraising event designed to raise money for:

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3. Event Date:

**DON'T PUBLICIZE EVENT UNTIL YOU CHECK THE UNIVERSITY CALENDAR FOR CONFLICTS AND YOU HAVE A CONFIRMED RESERVATION FOR ROOMS/LOCATION.**

4. Budget:

- Funds available from YOUR ORGANIZATION
- Funds available from CO-SPONSORING ORGANIZATION
- Funds requested and approved through STUDENT SENATE
- Co-Sponsorship requested through Student Activities Council\*  
[\*ONLY FOR CAMPUS-WIDE EVENT OFFERED FREE TO ALL STUDENTS - NOT FOR FUNDRAISERS]

\$
\$
\$
\$
\$
TOTAL FUNDS AVAILABLE FOR EVENT: \$

**Timeline considerations/recommendations:**

- \* Reserve rooms early!!
- \* You CANNOT reserve rooms less than two days in advance
- \* Meeting/event space is limited
- \* Rooms can be booked up to 365 days in advance
- \* Don't forget to cancel reservations if you cancel or reschedule
- \* Make a contingency plan for outside events!!

4. Venue [Event Location]:

**DON'T PUBLICIZE EVENT UNTIL YOU CHECK THE UNIVERSITY CALENDAR FOR CONFLICTS AND YOU HAVE A CONFIRMED RESERVATION FOR ROOMS/LOCATION.**

- Student Union ROOMS- Place reservation in Astra using STUDENT UNION ROOM REQUEST
- Student Union INFORMATION TABLES - Place reservation in Astra using INFO TABLE REQUEST
- The Station - Place reservation in Astra using STATION EVENT REQUEST
- Charles Johnson Theatre - Contact Jack Bilbo jbilbo@nwmissouri.edu
- Houston Performing Arts Center - Contact Jack Bilbo jbilbo@nwmissouri.edu
- Bearcat Arena - Contact Andy Peterson 660.562.1503 andyp@nwmissouri.edu
- DID YOU RESERVE AN ALTERNATIVE LOCATION IN CASE OF BAD WEATHER??

- Ray Courter Pavilion - Place reservation in Astra or contact Mark Hendrix 660.562.1420 mhendrix@nwmissouri.edu
- Bell Tower - Place reservation in Astra using OUTDOOR LOCATION REQUEST
- Centennial Gardens - Place reservation in Astra using OUTDOOR LOCATION REQUEST
- Academic Buildings - Place reservation in Astra using ACADEMIC BUILDING ROOM REQUEST
- 5K Road Race Route - Contact Mark Hendrix 660.562.1420 mhendrix@nwmissouri.edu

ASTRA LINK: <http://astra.nwmissouri.edu/Astra/Portal/GuestPortal.aspx> - Help available in the Student Engagement Center

5. Equipment and Setup Requirements: YOU MAY NEED WORK ORDERS - CHECK WITH OSI

Service/Need

- Setup for rooms in the Union - (room setup, microphones, podium, sound system, lcd screens)
- Setup for outdoor events other than the Union -
- Outdoor electricity/water needs
- Large tent rental
- Golf cart for special needs guests
- Portable heaters for outdoor events(WORK ORDER REQUIRED)
- Musicians

Contact Person

Mark Hendrix  
 WORK ORDER REQUIRED - SEE OSI  
 WORK ORDER REQUIRED - SEE OSI  
 WORK ORDER REQUIRED - SEE OSI  
 WORK ORDER REQUIRED - SEE OSI  
 WORK ORDER REQUIRED - SEE OSI  
 Bill Richardson

Phone

660.562.1420  
  
  
  
  
  
660.562.1316

Email

mhendrix@nwmissouri.edu  
  
  
  
  
  
billr@nwmissouri.edu

Need help with Astra? Call Mark Hendrix at 660.562.1420 or email Auxserv@nwmissouri.edu

6. Food/Catering:

- Food for on-campus events must be contracted through Northwest Campus Dining: 660.562.1275 or visit [Campus Dish https://nwbearcatdining.sodexomyway.com/catering](https://nwbearcatdining.sodexomyway.com/catering)
- Student groups can receive exemptions for events to bring in their own food under specific guidelines. To explore these, contact Mark Hendrix at 660.562.1420 or mhendrix@nwmissouri.edu

7. Event Security:

Event security is required for large scale events, dance parties and events with alcohol. Register event based on type with forms on Astra page EARLY to get approval. (\$150 per event)

8. **Manpower:**

- Number of working bodies required to run event
- Number of members of YOUR ORGANIZATION available for event
- Number of members of CO-SPONSORING ORGANIZATION available for event

Number of outside volunteers required?

Number of volunteers arranged for:

Contact Amy Nally in the OSI/Service & Engagement 660.562.1954 [anally@nwmissouri.edu](mailto:anally@nwmissouri.edu)

TOTAL working bodies confirmed for event:

DONT FORGET TO SCHEDULE WORKING BODIES TO HELP TEAR DOWN AND CLEAN UP FOLLOWING EVENT!!

9. **Other event considerations:**

- Registration Table Needed? WORK ORDERS REQUIRED Request table, chairs and table cloths. Don't forget to print registration lists, sign-in sheets, nametags and tickets
- Card swipers needed? FOR ATTENDANCE ONLY AND NOT FOR CHARGING TO BEARCAT CARDS - Request through the Office of Student Involvement [osi@nwmissouri.edu](mailto:osi@nwmissouri.edu).
- Room decorations Check with whomever you made reservations with to see what decorations are allowed. The Office of Student Involvement MAY have some supplies available.
- Tickets for raffles Office of Student Involvement has pre-printed tickets you can sign out for use with door raffles.
- Develop Event-day Script/Agenda for organization with task assignment and distribute to org exec/committee members
- Develop cancellation plan and calling tree to notify vendors/assigned parties and distribute to org exec/committee members
- Develop after-event survey instrument: Specify:

10. **Ticket sales:**

- Set Ticket Prices:
 

Student Price or Early Price:	
With 9.1% Sales Tax:	
Student Sale Date:	

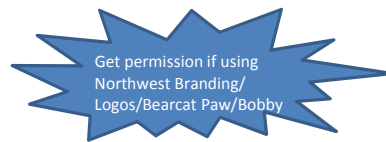
Public Price or At Door Price:	
With 9.1% Sales Tax:	
Public Sale Date:	
- Money Collection in Cash/Check ONLY
- Online ticket/merchandise sales through Bursar's Office - Contact Diana Heitman 660-562-1711 to get your online store set up - you'll get a link to publicize.

11. **Develop marketing strategy/Event Publicity:**

- Develop Marketing Flier for Campus Posting Create an Even in Bearcat Link 660.562.1226 or email to [osi@nwmissouri.edu](mailto:osi@nwmissouri.edu) for approval
- Reserve OSI Bulletin Board Go to the Office of Student Involvement in person and fill out request
- Sidewalk chalking week of event Office of Student Involvement Website, on Astra screen or in person at the OSI- FREE CHALK IN THE OSI
- Information Table in Union Student Union INFORMATION TABLES - Place reservation in Astra using INFO TABLE REQUEST FORM
- NW Press Release to promote event <http://www.nwmissouri.edu/media/submit.htm> Contact Mark Hornickel at University Relations 660.562.1704 or email [mhorn@nwmissouri.edu](mailto:mhorn@nwmissouri.edu)

- Northwest Missourian <http://www.nwmissourinews.com/>
- KZLX Radio <http://www.kzlxm.com/>
- Maryville Daily Forum <http://www.maryvilledailyforum.com/>
- St. Joseph News-Press <http://www.newspressnow.com/>

- Facebook
- Twitter
- MyNorthwest Email to All Student Organizations - See OSI
- Other



**Timeline considerations/recommendations:**

- \* AFTER reservations are confirmed, promote!!
- \* Promote EARLY, Promote in various ways, Promote repeatedly!
- \* Teaser messages are good for 1 month prior to event
- \* Fliers, Bulletin Board postings, Info tables and newspaper ads are good for 1 to 2 weeks prior to event
- \* Facebook and Twitter messages are good for 1 week or less prior to event, as are radio spots
- \* Think of new ways to reach your audience!

12. **Printing/Copying:**

If your organization banks on campus, you have the ability to print or copy and have these services billed to your organization account.

- For less than 100 copies, check with OSI to see if your org is set up to copy in the Student Engagement Center.
- For 100 copies or more, or for special printing like posters, postcards, large scale printing, etc. contact Mail/Copy at 660.562.1109 or email [mailcpy@nwmissouri.edu](mailto:mailcpy@nwmissouri.edu)

**\*\*CONTRACTING ENTERTAINERS OR LECTURERS FROM OUTSIDE THE NORTHWEST CAMPUS COMMUNITY\*\***

PLEASE NOTE: NO STUDENT OR ORGANIZATIONAL ADVISOR MAY SIGN OR NEGOTIATE CONTRACTS ON BEHALF OF NORTHWEST MISSOURI STATE UNIVERSITY OR ANY DEPARTMENT OR STUDENT ORGANIZATION. AS THIS PROCESS CAN TAKE LONGER THAN EXPECTED.

PLAN AHEAD,

If your group or organization is interested in contracting with an outside agency or entity, please contact OSI to set up an appointment to discuss the contract process and issues to consider.

**13. Entertainment [If contracted outside Northwest]:**

Contact agency and express interest and discuss dates, prices, accomodations, meals, etc. with agency DO NOT SIGN ANYTHING!

Agency Contact Name, Phone/Email:

Request contract help by contacting the OSI at 660.562.1226 or osi@nwmissouri.edu  
**Q D'c ZGh XYbh5 ZJfg a i ghigj b'5 @WbfUMgQ**

Date completed:

Review contract rider with VENUE STAFF (ex: Jack Bilbo for Charles Johnson Theatre or Ron Houston PAC) before sending for final signature

Date completed:

Entertainer/Activity Provider has provided proof of insurance:

Date completed:

Agent or Middleman involved? (Specify name, contact info and terms)

Specify:

Production required? (Stage, lighting, sound mixing, etc)

Specify:

Final Price:

\$

How and when payment to be made:

Specify:

Deposit required Amount:

Circle one: Paid: YES NO Date: \_\_\_\_\_

Remaining payment Amount:

Circle one: Hand Deliver at Show Mail Date: \_\_\_\_\_

2% Missouri Non-Resident Entertainer Withholding deducted from paid amount [SEE OSI FOR FORM AND PROCESS] - MUST COLLECT W9 FROM ENTERTAINER - NOT REQUIRED FOR LECTURES

**NEED HELP GETTING PAYMENTS ACCOMPLISHED OR PAPERWORK DONE? SEE THE OFFICE OF STUDENT INVOLVEMENT 2ND FLOOR J.W. JONES STUDENT UNION**

**14. Lodging (if applicable):**

Lodging required for Entertainer? REMEMBER UNIVERSITY IS TAX EXEMPT

Arrangements:

Campus Guest Room (\$30 per night) Call Res Life 660.562.1214

Where and when to pick up keys & who is responsible:

Holiday Inn Express (\$85 per night - Univeristy rate) Call 660.562.9949

Confirmation #:

Red Roof Inn (\$79 per night - University rate) Call 660.562.2002

Confirmation #:

How and when payment to be made:

Specify:

**15. Transportation (if applicable):**

Member of organization will transport entertainer

Name:

Ground transportation for entertainer arranged from:

Agency:

Northwest Transportation vehicle reserved  
 [Advisor or other Faculty/Staff can operate NW vehicles] 660.562.1181

Contact:

Cost of transportation

\$

Cost of Driver (if Advisor or Faculty/Staff member not driving) and Driver travel expenses

\$

How and when payment to be made:

Specify:

**16. Parking:**

Need visitor's parking pass?

Go to Cashiering in Administration Building to get a visitor's pass

Need to arrange parking for bus/production trucks?

Call University Police to discuss and arrange 660.562.1254

**17. Hospitality:**

Check contract for riders detailing specific dietary concerns/other special requirements

Specify:

Arrange for Catering or for food pickup and delivery (check out food guidelines with Campus Dining)

Dinner Buyout arranged in leiu of meals:

Fill in numbers:

# of dinner buyouts \_\_\_\_\_ at \$ \_\_\_\_\_ per buyout

See OSI for this process

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If your group or organization is interested in contracting with an outside agency or entity, please contact OSI to set up an appointment to discuss the contract process and issues to consider.

18. Final event budget:

EXPENSES		INCOME	
Food/Catering: \$		Beginning Budget [from #4 above]: \$	
Entertainment: \$		Ticket sales: \$	
Lodging: \$		Other: _____ \$	
Transportation: \$		Other: _____ \$	
Event Security: \$		Other: _____ \$	
Decorations: \$			
Room Deposit: \$			
Other: _____ \$			
Other: _____ \$			
<b>TOTAL EXPENSES: \$</b>		<b>TOTAL INCOME: \$</b>	
		LESS EXPENSES: \$	
		<b>NET PROFIT/LOSS FROM EVENT: \$</b>	

19. After Event Assessment:

- Total Attendance at event
- Net Profit/Loss on Event
- Learning Outcomes Assessment accomplished & forwarded to faculty member/Advisor?
- Was this event successful? [Yes or No]
- Will YOUR ORGANIZATION hold this event again?
- What could be improved to make this event run better in the future?

\$	
Name: _____	Date: _____
Circle:    YES    POSSIBLY    NO	Reason: _____
Specify:	

ALL EMERGENCIES, CALL  
UNIVERSITY POLICE FIRST:  
660.562.1254

ONLY CALL 911 IF YOU  
CANNOT GET THROUGH!

THE OFFICE OF STUDENT INVOLVEMENT CAN KEEP THIS ON FILE FOR YOU IN ORDER TO INFORM FUTURE EVENT PLANNERS IN YOUR ORGANIZATION