



EVENT PLANNING CHECKLIST

The Student Center Activities Board is here to assist you in making your event or meeting a success. The SSC website has a Group/Event Resources tab devoted to assisting your event and meeting needs. This Event Planning Checklist is located under the Group/Event Resources tab of the SSC website.

If you have any questions or would like to talk with one of our staff please contact or stop by the SSC Information Center to set up a meeting. We look forward to serving you.

1 MONTH BEFORE EVENT

_____ Planning Meeting

1. Purpose of Event.
2. Proposed Date/Time.
3. Proposed Location (See Room Reservations for available space).
4. Budget.

_____ Reserve Space (See Room Reservations for the link)

The sooner you can reserve space the better. Event space on campus is in high demand. If you are reserving multiple rooms or your event will have an attendance of over 100 people please submit your request 1 month prior to the event. All other request must be in no later than three weeks before the event.



EVENT PLANNING CHECKLIST

2 WEEKS BEFORE EVENT

_____ Planning Meeting

1. To Do List & Responsibilities.
2. Promotional/Marketing Plan.
3. Proposed Event Schedule.

_____ Confirm Reserved Space

Event Services will send you an e-mail confirming or declining your request. This is done over e-mail and it is very important that you read and save all e-mails from Event Services.

_____ Request CEDARVILLEEXPERIENCE2GO (Student Groups Only)

The CEDARVILLEEXPERIENCE2GO provides event services and equipment for Cedarville University student groups. The cost of this service is a small service charge and the cost of the student labor. Please see the CEDARVILLEEXPERIENCE2GO link for more information and to reserve this service.

_____ Submit Pioneer Catering Request (Catering)

If you need food or beverage catered by Pioneer Catering, the University food service provider, you must submit your request no later than 7 days before your event. If your request is not submitted in that time it will not be processed. We recommend that you submit your request 2 weeks prior.

_____ Selling Tickets

1. Request a cash box from the SSC Information Center.
2. Create or purchase the tickets.
3. Reserve a table for ticket sales (Table Reservations).



EVENT PLANNING CHECKLIST

1 WEEK BEFORE EVENT

_____ Planning Meeting

1. Event Progress (To do list & Responsibilities).
2. Issues or concerns.
3. Budget.
4. Final Event Schedule.

_____ Room/Space Set Up (Group/Event Resources)

1. Class Room Tables.
2. Round Tables.
3. 6ft Tables.
4. Chairs.
5. Staging & Podium.
6. Trash Cans.

_____ Submit a PowerPoint Slide for Chapel Announcement Loop

This needs to be e-mailed to chapel announcements (groupwise account) by 10AM 2 days prior to your preferred start day. Please put the days you would like the slide run in the subject line. All slides must be submitted by your advisor.

_____ Submit a PowerPoint Slide for SSC Announcement Loop

This needs to be e-mailed to ssc@cedarville.edu by 10AM 2 days prior to your preferred start day. Please put the days you would like the slide run in the subject line. All slides must be submitted by your advisor.

_____ Posters for SSC Approved & Displayed

All students group can hang posters on the brick walls of the lower level of the SSC. There is a limit of 4 posters per group or event. Posters must be approved by the SSC Information Center before they are hung.

No posters or signs can be placed on any University door or in any University restroom.



EVENT PLANNING CHECKLIST

1 WEEK BEFORE EVENT (continued)

_____ Request Tech Cart (AV Needs)

_____ Pick Up Cash Box

Please pick up your cash box from the SSC Information Center. Each group is responsible to supply their own cash and coin for the cash box.

_____ Submit Rinnova Catering Request (Catering)

Please submit your request 72 hours prior to your event.

DAY OF EVENT

_____ Questions or Concerns

If you have any questions or concerns please stop by the SSC Information Center or call (937)766-4491 or 4491 from any campus phone.

_____ Arrive Early

1. Final Set Up.
2. Check Room/Space.

_____ Have Fun

_____ End of the Event

1. Leave the room better than how you found it.
2. Return tables & chairs to their proper location.
3. Take out your trash (Boxes).
4. Turn off computers and screens.
5. Turn off lights.
6. Shut door.
7. Report any damage.



EVENT PLANNING CHECKLIST

AFTER EVENT

_____ Planning Meeting

1. Evaluate your event (Strengths, Weaknesses, Opportunities & Threats).
2. Suggestions.

_____ Thank You Notes

It is very important to send thank you notes to the groups and individuals that help make your event a success.

_____ Submit Suggestions to the SSC Information Center

1. How we can improve our services.
2. Ideas that you have for future events.

_____ Take down all promotional material