

# EVENT CHECKLIST

(for student clubs & organizations)

## RESEARCH STAGE

- \_\_\_ Schedule the tentative date and room with someone in College Activities Office (CAO).  
You will be advised about possible conflicts.
- \_\_\_ Check with CAO to get a printout of your club's budget
- \_\_\_ Reserve a table space for ticket sales and/or information about your event
- \_\_\_ Request a cashbox, if necessary
- \_\_\_ Reserve a tentative space for a reception, if necessary
- \_\_\_ Check into possible co-sponsorships for the event

## CONTRACT STAGE: (at least four weeks prior to the event)

CAO: Mitchell Alexander (ext. 2267) and Erica Immler (ext. 2464)

- \_\_\_ Confirm the reservation of the space especially for a speaker
- \_\_\_ Confirm all reservations needed for your event (event location, ticket table, cashbox, etc.)
- \_\_\_ Submit a detailed set-up request form to CAO
- \_\_\_ Inform the CAO staff if you plan on doing mailbox stuffers
- \_\_\_ Request that the event be included in the, bi-weekly publication, THE ARCH
- \_\_\_ Request any audio/video equipment from A\V services
- \_\_\_ Submit a check request for the fee or honorarium

Conference Services: Terry Page, ext. 2407

- \_\_\_ Reserve a room at the Best Western motel for any out of town speakers/presenters who have requested lodging
- \_\_\_ Reserve a room at another area motel, if the Best Western is full

Sodexo Food Services: Rita Webster, ext. 2734

- \_\_\_ Chat with Rita to complete a function sheet for your food
- \_\_\_ Give Rita the appropriate account number to charge for your event
- \_\_\_ Decide if the items will be delivered and set-up by Food Services or picked-up by you

(OVER)

Campus Publicity:

\_\_\_ Call or e-mail your notice to:

- \_\_\_ McDaniel Free Press newspaper ext. 8600
- \_\_\_ McDaniel "TERROR" TV ext. 2774
- \_\_\_ WMC Radio ext. 8698
- \_\_\_ [https://www2.mcdaniel.edu/it/email/maillinglists\\_submit.php](https://www2.mcdaniel.edu/it/email/maillinglists_submit.php)

Communications and Marketing: Peggy Fosdick, ext. 2293 or Gina Davis, ext. 2294

- \_\_\_ Notify her for a campus press releases
- \_\_\_ Advertisement in the (local) newspaper
- \_\_\_ Request an ad spot on WTTR

Department of Campus Safety: Chris Collins, ext. 2202

- \_\_\_ Communicate if you will need a McDaniel College officer or a Westminster police officer
- \_\_\_ Request from Chris a special or reserved parking space, if needed
- \_\_\_ Discuss with Chris other special security concerns

**EVENT CHECKLIST** (one week before your event)

- \_\_\_ Arrange for ushers for the event, if necessary
- \_\_\_ Pick up the check for the fee from CAO
- \_\_\_ Get an event evaluation form for the event from CAO
- \_\_\_ Send a student wide e-mail to the above <https://www2> site
- \_\_\_ **Double check with everyone that you contacted in regards to your event to make sure that food, set-up, and sound needs are still in order so nothing is left to chance**
- \_\_\_ Assign someone to arrive an hour before the event to make sure that things are set-up as you had requested
- \_\_\_ Coordinate with whomever you have doing the introduction on what will be said, if applicable

