Event Checklist

*The following is a BASIC checklist for event preparation when planning an event on campus. It is not all-inclusive and should be used as a guide. Please contact the Office of Leadership and Student Involvement for more help or if you have any questions. *This planning form does not take the place of needing to formally reserve space on campus. You must also do that!

Budget:		
Location:		

Sx or More Weeks Before Event-Goal Setting

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