



Student Engagement Event Planning Checklist

THIS FORM IS TO REMAIN IN THE STUDENT ENGAGEMENT EVENT PLANNING BINDER
Copies may be made for your use/record-keeping

STATUS DATE INITIALS

- | | | |
|-------|-------|--|
| _____ | _____ | Meet with Student Engagement Coordinators. |
| _____ | _____ | Confirm no date conflicts. |
| _____ | _____ | Confirm two week lead time. |
| _____ | _____ | Student Engagement Activity Request Form. |
| | _____ | Diagram with table size. |
| | _____ | Outside Publicity Needed? |

AFTER SL ADVISOR APPROVES FORMS

- | | | |
|-------|-------|---|
| _____ | _____ | Send meeting request to Student Engagement Coordinators to put event on calendars. |
| _____ | _____ | Notify Public Safety, Facilities, Welcome Desk, Enrollment Services, Catering of your date. |
| _____ | _____ | Create posters/flyers on template. |
| _____ | _____ | _____ Hang posters/flyers on campus. |
| _____ | _____ | _____ Send to Advisor for social media posting. |
| _____ | _____ | Confirm Facility Request/Work Orders submitted by Advisor (copy Student Engagement Coordinators). |
| _____ | _____ | Confirm Catering request submitted by Advisor (copy Student Engagement Coordinators). |
| _____ | _____ | Confirm Marquee request submitted by Advisor (copy Student Engagement Coordinators). |
| _____ | _____ | Confirm IT request submitted by Advisor (copy Student Engagement Coordinators). |
| _____ | _____ | Confirm announcement placed on social media feeds. |
| _____ | _____ | Create parking/directional signage (if needed). |
| _____ | _____ | Assign placement/retrieval of parking/directional signs to group member. |

AFTER EVENT

- | | | |
|-------|-------|--|
| _____ | _____ | Confirm all external signage has been removed. |
| _____ | _____ | Remove posters/flyers from bulletin boards - keep 1 copy for your files. |
| _____ | _____ | Submit actual attendance, club attendee names, comments received to Advisor. |
| _____ | _____ | Send Thank You notes to members/staff/faculty who assisted you. |

 STUDENT ENGAGEMENT COORDINATOR SIGNATURE