**Club Event Checklist**

**Event Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4 weeks before event:**

* **Invite the Club Coordinator, Sami & Jerrika to your club meeting -** We will help offer general timelines / deadlines
* **Submit** [Room Reservation Request (clark.edu)](https://www.clark.edu/campus-life/student-life/room-reservation.php) by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Fill out the volunteer form** [volunteersignin.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.clark.edu%2Fcampus-life%2Fstudent-life%2Fclubs%2Fvolunteersignin.docx&wdOrigin=BROWSELINK) so you know who in your club will be available to volunteer for the club event
* **Start creating a poster**
* **Submit the Buy Something Form** if you plan to buy food, drinks, supplies etc. [https://outlook.office365.com/owa/calendar/ClarkCollege2@clarkcoll.onmicrosoft.com/bookings/](https://outlook.office365.com/owa/calendar/ClarkCollege2%40clarkcoll.onmicrosoft.com/bookings/)
* **Once the event is approved - Send event information to Nushi Alam at** nalam@clark.edufor the bathroom calendars
	+ Title of Event, Day, Date, Time, Location

**3 weeks before event:**

* **Finish** **poster in pdf and jpg** (Sami or Jerrika can review poster)
* **Send poster in pdf to Nushi at** **nalam@clark.edu** **to order posters**
	+ We have 19 bulletin boards on campus
	+ 19 (11 x 17) posters = $19.00
	+ Must have minutes showing that the club voted to approve to spend this money with this amount
* **Write Event Description and email it to Nushi by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Nushi will submit this information to the Penguin Digest and post it on Instagram / Facebook
	+ Example:
	Come join the Activities Programming Board **on Monday, October 23 at 10:00am in PUB 161 for our Chill Out Monday: Paint a Pumpkin event.** Come paint pumpkins, free cookies and free hot cocoa and cider. Please bring your friends and enjoy a relaxing time together! If you have any contact Angie at aponce@students.clark.edu
* **Send the** **poster in jpg** to Nushi to promote on social media by\_\_\_\_\_\_\_\_\_

**2 weeks before event:**

* **Email the Club Coordinator and ask to reserve:**
	+ **Sandwich boards** - how many you will use and the dates
	+ **Carts** - how many you will use and the dates
	+ **Plastic tablecloths** – how many?
	+ **Decorations**
	+ **Utensils** – how many?
		- forks \_\_\_\_\_\_
		- spoons \_\_\_\_\_
		- knives \_\_\_\_\_
		- tongs \_\_\_\_\_
	+ **Plates** \_\_\_\_\_
	+ **Cups** \_\_\_\_\_
	+ **Napkins** \_\_\_\_\_
* **Take 19 of your posters** to the Student Life front desk to get stamped
	+ We will provide a map and thumbtacks
	+ You and your club members will post on bulletin boards (19)

**1 week before event:**

* **Prepare Sandwich Boards** **with your posters** (use our packing tape to secure the top and bottom of each poster – for yellow boards only)
* **Place Sandwich Boards around main campus** (see map of locations)
* **Create an introduction for your event by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Make sure to include introducing yourself, what club you are part of and any upcoming club events and meetings
* **Print out food sign-in sheets** (approximately 10)
 [foodsignin.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.clark.edu%2Fcampus-life%2Fstudent-life%2Fclubs%2Ffoodsignin.docx&wdOrigin=BROWSELINK)
* **Email club volunteers a reminder** of the times they signed up to help

**Day before event:**

* **Place on Cart:**
	+ Plastic Tablecloths
	+ Decorations
	+ Plates/Napkins/Silverware/Cups/Gloves/Hand Sanitizer
	+ Event Introduction
	+ Clipboard with food sign-in sheets
	+ Pens (2)

**Day of the Event:**

* **Bring Cart to event**
* **Organize volunteers and give them directions on their duties for set-up**

**During the Event:**

* **Organize volunteers and give them directions and expectations for what to do during the event**
(We have examples if you need them)
* **Be available for performers / caterers/ vendors / speakers**
* **Have someone be available to greet/answer questions for students**
* **Oversee volunteers:** be welcoming to students, whisper, throw away garbage quietly, hand out plates

**After the Event:**

* **Give the volunteers directions on clean-up**
	+ Fold tablecloths (Show them how to do this)
	+ Pick up decorations
* **Ask volunteers to collect all Sandwich Boards**
(Give them map)
* **Count food signatures and fill out and submit the
Club Activity Report Form** <https://forms.office.com/Pages/ResponsePage.aspx?id=EwQM8GwdfEOGn0tNAatl7YEp5BldMXRHs3JcITOPRKJUNkg3TTFORUdMSkNYSjNRTzdVVTYzUkxBSCQlQCN0PWcu>
* **Return food signature sheets to Jerrika’s mailbox**
* **Return all decorations and reusable kitchen supplies. Wash them if necessary and put them away.**