



Student Event Checklist

Event Name _____ Event Date (proposed) _____

Student Organization _____ Student Officer _____

Associate Dean of Student Services (ADSS) will retain a copy. Copies may be made for your use/recordkeeping.

Status Date	Initials	Action (Responsible)
		Meet with designated OCC Student LIFE staff (ADSS)
		Set date, ensure no conflict with College Wide Event Calendar (Advisor/Student Officer)
		Confirm two (2) week lead time (Advisor/Student Officer)
		Submit Student LIFE Activity Request form (OCC135) (Student Officer)

After Event Approved	Initials	Action
		Complete Facilities Internal Reservation Request if needed (OCC15) – include layout, diagram (Advisor)
		Submit School Dude for event set up - include layout, diagram (Advisor)
		Send meeting request to appropriate College Administration, Deans for calendars (Advisor)
		Notify Public Safety, College Operator, Student Services, Marketing/Comm. (Advisor)
		Create posters/flyers using OCC Graphics procedures or approved Student LIFE template (Advisor)
		Hang posters/flyers on campus (Student Officer)
		Place catering order (Advisor)
		Contact Facilities Manager to update Marquee (Advisor)
		Request media services using IT Services Catalogue (Advisor)
		Post event on OCC calendar (ADSS)
		Request placement of special event signs and directional signs (use School Dude) (Advisor/Student Officer)
		Create and review schedule and/or script (Advisor/Student Officer)

Post Event	Initials	Action
		Confirm removal of external signage (Advisor/Student Officer)
		Remove posters/flyers from bulletin boards – keep one copy for Student LIFE office (Advisor/Student Officer)
		Submit actual attendance, club attendee names, comments received to ADSS (Advisor/Student Officer)
		Send thank you notes to members/staff/faculty who assisted you (Advisor/Student Officer)

Student Officer _____ Date _____ Associate Dean of Student Services _____ Date _____

Advisor _____ Date _____