



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

STATUS DATE INITIALS

- Meet with Associate Dean/Dean of Student Services.
Confirm no date conflicts.
Confirm two week lead time.
Student LIFE Activity Request Form.
Diagram with table size.
Outside Publicity Needed?

AFTER SL ADVISOR APPROVES FORMS

- Send meeting request to Dean/Associate Dean 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 Dean/Associate Dean).
Confirm Catering request submitted by Advisor (copy Dean/Associate Dean).
Confirm Marquee request submitted by Advisor (copy Dean/Associate Dean).
Confirm IT request submitted by Advisor (copy Dean/Associate).
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.

Form finalized by _____