



Event:
Date, Time:
Location:
Event Lead:

	Date Submitted	Assigned to Completed By	Date Completed
At least 4 WEEKS prior to your event:			
Submit Outdoor Amplified Sound and Exception or Social Host Ordinance (if needed)			
Submit Staffing Request to CSUSM Police Department(if needed)			
Contracts for Artists/Vendors			
Receive Payee Data Form & Proof of Insurance			
Receive Rider from Artists/Vendors			
Finalize Equipment Needs			
Submit Fire Marshal Approval (if needed)			
Submit Facilities Services Work Order (if needed)			
Review Risk Management Plan w/ Advsiior			
Purchase Supplies			
Payment (Expenditure Request Form) for Artists/Vendors			
Finalize Estimated Budget			
Market Event			
<input type="checkbox"/> Flyers to UVA & SLL for Mailboxes <input type="checkbox"/> Flyers on Campus Boards <input type="checkbox"/> InternalASI Listserve <input type="checkbox"/> Update ASI Website <input type="checkbox"/> Email to SOC Listserve <input type="checkbox"/> A-Frames <input type="checkbox"/> Quarter Sheets <input type="checkbox"/> Update ASI Social Media			

Finalize Event Layout/Setup			
Walk through			
Collect Volunteer Sign Ups			
Request ASI Photography or Camera Rental			
Meet with Advisor to Review Event			
Request Parking from Parking & Commuter Services			
Follow up with Artists/Vendors to Confirm Event Details (maps, parking, etc.)			
Collect Payment for Artists/Vendors			

Create Confirmations of Receipt (for checks)			
Create Confirmations of Prize (if needed)			
Create "Day-of-Event" Schedule and Volunteer Tasks List (email to all involved)			
Print Liability Waivers (if needed)			
On the DAY BEFORE your event:			
Prep Event Supplies			
Check PA System			
Verify last minute details: layout, logistics, etc.			
Final Review w/ Event Team			
Day of Event			
Review Day-of-Event Schedule			
Set Up Event			
Coordinate Volunteers and Delegate Tasks			
Greet & Welcome Vendors/Artists			
Introduce Event and Announce Sponsors (if needed)			
Clean Up Event			
Post Event			
Submit All Invoices & Receipts			
Finalize Budget (actual vs. estimated)			
Send Thank You Notes			
Submit Post Event Evaluation and Pictures			