

EVENT PLANNING CHECKLIST *for an on-campus event*

EVENT INFORMATION

Organization Name	Event Name
Contact Name	Event Date

PAPERWORK NEEDED

	DEADLINE
<input checked="" type="checkbox"/> CREATE EVENT PAGE	
A. FUNDING	
<input type="checkbox"/> Apply for funding through Allocations Board (Budgets)	
B. RESERVATIONS & ORDERS	
<input type="checkbox"/> Room reservation	
<input type="checkbox"/> Poster reservation (bu.edu/marcom)	
<input type="checkbox"/> Catering order	
<input type="checkbox"/> Student Production Services booking	
<input type="checkbox"/> Digital poster request	
C. PAYMENTS	
<input type="checkbox"/> Catering Exemption Request	
<input type="checkbox"/> Treasury Withdrawal for	
<input type="checkbox"/> Treasury Withdrawal for	
<input type="checkbox"/> Treasury Withdrawal for	
<input type="checkbox"/> Treasury Withdrawal for	
<input type="checkbox"/> Treasury Withdrawal for	
<input type="checkbox"/> Facilities Package:	
D. SALES AND PUBLICITY	
<input type="checkbox"/> Cash bag (pick up from Business Office on day of event)	
<input type="checkbox"/> Kinkos Order or BUS Ads	
<input type="checkbox"/> Eventbrite Request	
E. MISCELLANEOUS/OTHER	
<input type="checkbox"/> RSIG/BUPD Requests	
<input type="checkbox"/> Charitable Donation Request (<i>post event</i>)	
<input type="checkbox"/> Film Rights	
<input type="checkbox"/>	
<input type="checkbox"/>	

NOTES	You met with: