



Planning a Campus Event *To Do List*

*Use this TO DO LIST to help organize your planning committee.
Everything you need to know for having a program at Cañada College is right here.
Have Questions?
Email the Student Life and Leadership Manager Misha at maggim@smccd.edu*

Title of Event:

Members on the Planning Committee:

Date of Event:

Time of Event:

Place of Event:

Details of Event:

Facility Reservations	Need to do	Assigned person	Requested/ Completed
Brainstorm how many chairs and tables you will need for the event.	<input type="checkbox"/>		<input type="checkbox"/>
Brainstorm if you will have media needs such as microphone, portable sound system, etc.	<input type="checkbox"/>		<input type="checkbox"/>
Decide how many people you want to see at the event.	<input type="checkbox"/>		<input type="checkbox"/>
If you will have over 50 people and will invite the public.	<input type="checkbox"/>		<input type="checkbox"/>
Thinking about having food and drinks? Decide what kind of food you want to sell, or give a way.	<input type="checkbox"/>		<input type="checkbox"/>
Decide how much you are going to sell the food and drinks for.	<input type="checkbox"/>		<input type="checkbox"/>
Complete "Facilities Reservation Request".	<input type="checkbox"/>		<input type="checkbox"/>
Get Advisor's Signature.	<input type="checkbox"/>		<input type="checkbox"/>
Drop off "Facilities Reservation Request" to the Student Life and Leadership Manager's office in Building 5, Room 354.	<input type="checkbox"/>		<input type="checkbox"/>
Money	Need to do	Assigned person	Requested/ Completed
Decide and develop a budget on how much money you will need for the event.	<input type="checkbox"/>		<input type="checkbox"/>
Decide who will pay for it? Your club? Will you need to request money from ASCC?	<input type="checkbox"/>		<input type="checkbox"/>

To request money from the ASCC complete a Funding Request. Drop off at the ASCC Office, ASAP.	<input type="checkbox"/>		<input type="checkbox"/>
Pay Bills with the ASCC Requisition Form. You will Need the treasurer's and advisor's signatures.	<input type="checkbox"/>		<input type="checkbox"/>
Attach Invoice or Original Receipts to Funding Requisition.	<input type="checkbox"/>		<input type="checkbox"/>
Drop off to Student Life and Leadership Manager's office in Building 5, Room 354.	<input type="checkbox"/>		<input type="checkbox"/>
Publicity	Need to do	Assigned person	Requested/ Completed
Email Robert Hood hoodr@smccd.edu to advise your program on the Cañada College Web Page, Facebook, local newspapers, & Highway sign.	<input type="checkbox"/>		<input type="checkbox"/>
Make Flyers, Posters, Facebook post	<input type="checkbox"/>		<input type="checkbox"/>
Post Flyers and Posters around campus	<input type="checkbox"/>		<input type="checkbox"/>
Send Individual Invites example: faculty, college president	<input type="checkbox"/>		<input type="checkbox"/>
Ask Club Advisor to Email the College Campus	<input type="checkbox"/>		<input type="checkbox"/>
Speaker/Band	Need to do	Assigned person	Requested/ Completed
Want to book a band or speaker? Complete ASCC Performance Agreement and ASCC Requisition.	<input type="checkbox"/>		<input type="checkbox"/>
Get Club President's, Club Treasurer's and Advisor's Signatures.	<input type="checkbox"/>		<input type="checkbox"/>
Attach Invoice to the Performance Agreement and ASCC Requisition.	<input type="checkbox"/>		<input type="checkbox"/>
Drop off to Student Life and Leadership Manager's office in Building 5, Room 354.	<input type="checkbox"/>		<input type="checkbox"/>
Follow up	Need to do	Assigned person	Requested/ Completed
Thank You notes	<input type="checkbox"/>		<input type="checkbox"/>
Return food/supplies to The Center for Student Life and Leadership Development	<input type="checkbox"/>		<input type="checkbox"/>
Other To Do Items	Need to do	Assigned person	Requested/ Completed
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Notes:

Next Planning Meeting: