**Club Event Checklist**

**Event Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4 weeks before event:**

* **Invite the Club Coordinator, Sami & Jerrika to your club meeting -** We will help offer general timelines / deadlines
* **Submit** [Room Reservation Request (clark.edu)](https://www.clark.edu/campus-life/student-life/room-reservation.php) by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Fill out the volunteer form** [volunteersignin.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.clark.edu%2Fcampus-life%2Fstudent-life%2Fclubs%2Fvolunteersignin.docx&wdOrigin=BROWSELINK) so you know who in your club will be available to volunteer for the club event
* **Start creating a poster**
* **Submit the Buy Something Form** if you plan to buy food, drinks, supplies etc. <https://outlook.office365.com/owa/calendar/ClarkCollege2@clarkcoll.onmicrosoft.com/bookings/>
* **Once the event is approved - Send event information to Nushi Alam at** [nalam@clark.edu](mailto:nalam@clark.edu)for the bathroom calendars
  + Title of Event, Day, Date, Time, Location

**3 weeks before event:**

* **Finish** **poster in pdf and jpg** (Sami or Jerrika can review poster)
* **Send poster in pdf to Nushi at** [**nalam@clark.edu**](mailto:nalam@clark.edu) **to order posters**
  + We have 19 bulletin boards on campus
  + 19 (11 x 17) posters = $19.00
  + Must have minutes showing that the club voted to approve to spend this money with this amount
* **Write Event Description and email it to Nushi by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Nushi will submit this information to the Penguin Digest and post it on Instagram / Facebook
  + Example:  
    Come join the Activities Programming Board **on Monday, October 23 at 10:00am in PUB 161 for our Chill Out Monday: Paint a Pumpkin event.** Come paint pumpkins, free cookies and free hot cocoa and cider. Please bring your friends and enjoy a relaxing time together! If you have any contact Angie at [aponce@students.clark.edu](mailto:aponce@students.clark.edu)
* **Send the** **poster in jpg** to Nushi to promote on social media by\_\_\_\_\_\_\_\_\_

**2 weeks before event:**

* **Email the Club Coordinator and ask to reserve:** 
  + **Sandwich boards** - how many you will use and the dates
  + **Carts** - how many you will use and the dates
  + **Plastic tablecloths** – how many?
  + **Decorations**
  + **Utensils** – how many?
    - forks \_\_\_\_\_\_
    - spoons \_\_\_\_\_
    - knives \_\_\_\_\_
    - tongs \_\_\_\_\_
  + **Plates** \_\_\_\_\_
  + **Cups** \_\_\_\_\_
  + **Napkins** \_\_\_\_\_
* **Take 19 of your posters** to the Student Life front desk to get stamped
  + We will provide a map and thumbtacks
  + You and your club members will post on bulletin boards (19)

**1 week before event:**

* **Prepare Sandwich Boards** **with your posters** (use our packing tape to secure the top and bottom of each poster – for yellow boards only)
* **Place Sandwich Boards around main campus** (see map of locations)
* **Create an introduction for your event by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Make sure to include introducing yourself, what club you are part of and any upcoming club events and meetings
* **Print out food sign-in sheets** (approximately 10)  
   [foodsignin.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.clark.edu%2Fcampus-life%2Fstudent-life%2Fclubs%2Ffoodsignin.docx&wdOrigin=BROWSELINK)
* **Email club volunteers a reminder** of the times they signed up to help

**Day before event:**

* **Place on Cart:**
  + Plastic Tablecloths
  + Decorations
  + Plates/Napkins/Silverware/Cups/Gloves/Hand Sanitizer
  + Event Introduction
  + Clipboard with food sign-in sheets
  + Pens (2)

**Day of the Event:**

* **Bring Cart to event**
* **Organize volunteers and give them directions on their duties for set-up**

**During the Event:**

* **Organize volunteers and give them directions and expectations for what to do during the event**   
  (We have examples if you need them)
* **Be available for performers / caterers/ vendors / speakers**
* **Have someone be available to greet/answer questions for students**
* **Oversee volunteers:** be welcoming to students, whisper, throw away garbage quietly, hand out plates

**After the Event:**

* **Give the volunteers directions on clean-up** 
  + Fold tablecloths (Show them how to do this)
  + Pick up decorations
* **Ask volunteers to collect all Sandwich Boards**   
  (Give them map)
* **Count food signatures and fill out and submit the   
  Club Activity Report Form** <https://forms.office.com/Pages/ResponsePage.aspx?id=EwQM8GwdfEOGn0tNAatl7YEp5BldMXRHs3JcITOPRKJUNkg3TTFORUdMSkNYSjNRTzdVVTYzUkxBSCQlQCN0PWcu>
* **Return food signature sheets to Jerrika’s mailbox**
* **Return all decorations and reusable kitchen supplies. Wash them if necessary and put them away.**