

# Student Activities Event Checklist

- ✓ Make sure activity is supported by Student Activity Coordinator(s) and Club/Organization Advisor(s).
- ✓ Review dates and events one semester in advance with your advisors and coordinators and confirm they are able to attend your event(s).
- ✓ Complete the Student Activities Event Form a **minimum of 3 weeks** prior to the event.
- ✓ If you need to reserve space and facilities resources for the event, be specific with your needs. Weekend fees will apply. Additionally, attach the Food Authorization Form and/or the Fundraising Form (if applicable).
- ✓ Please attach the appropriate campus map setup for your resources. If no map is provided, facilities will leave your resources out for you to setup.
- ✓ For all high profile and weekend events, the Student Activities Event Form must also be submitted to the Vice President of Student Services. The event will be discussed in the President's Leadership Team meeting for approval.
- ✓ Once your event is approved, you can start advertising.
- ✓ Changes within a week of the event risk not getting processed and there are **ABSOLUTELY NO CHANGES** within 24 hours of the event.

**HAVE FUN!**