

EVENT PLANNING CHECKLIST

A BRIEF RUNDOWN OF STEPS YOU NEED TO KNOW. EMAIL AS.ESC.CLUBLOGISTICS@WWU.EDU FOR ANY QUESTIONS

- ☐ Discuss with your club what you want your event to look like before you get started (this includes a budget, date, time, place, food, performers, etc)
- ☐ Decide on a date and reserve a room on Virtual EMS with VU Reservations and schedule a meeting with Wendy to discuss the set up of the event
- ☐ Complete the Event Planning Guide on WIN and meet with the ESC Program Coordinator and/or Assistant Director for Club Logistics
- ☐ Submit a Publicity Request on WIN at least 6 weeks in advance to get any sort of banners, posters, handbills, online media, etc. Make sure to advertise online too!
- ☐ If you need to request money from the Budget and Programming Committee, fill out the Funding Request form on WIN at least 4 weeks in advance
- ☐ If you are having a speaker/performer make sure to meet with the ESC Program Coordinator to make a contract for them

☐ If there will be an outside vendor, make sure to fill out the catering exemption form and meet with the ESC Program Coordinator to create a contract (you will need the vendor's business license, insurance, and health permit). Or you may go through ARAMARK

☐ If your club is selling food, make sure that your club has bought a food service waiver/food permit and has notified the ESC staff and the Finance Office

☐ If it will be a ticketed event, make sure to fill out the ticket agreement form, e-site request form, or talk to Vu Reservations depending on the type of tickets

☐ If you are fundraising during the event, make sure to have the proper paperwork filled out (found on the WIN Event Planning Guide)

☐ Make sure you are submitting Purchase Requests on WIN along the way whenever you need to spend money on your event (can be in the form of reimbursements, purchase orders, open orders, university credit card, etc.)

☐ On the day of the event make sure to have plenty of volunteers helping with set up and take down. Decorations can be found in the ESC Club Storage.

☐ Make sure to take care of yourself while event planning and have a great event!