

Event: _____ Date: _____ RSO: _____

RSO Event Planning Checklist

Have you:

- Checked to see if space is available?
- Discussed event with space manager?
- Discussed your event with your advisor?
- Read all the booking policies of the space?
- Received the technical rider of any artists?
- Delivered artist's technical rider to space manager?
- Determined actual event start and end time?
- Determined how much set up and rehearsal time you will need?
- Determined when you will open doors to attendees/guests?
- Determined which forms you will need?
- Filled out and submitted:
 - Resource 25 request form
 - Form A
 - Form B
 - Form C
 - Food Exception Form
 - Solicitation of Funds Form
 - Outdoor Amplification Form
- Contacted Catering to get food quote?
- Completed your food order?
- Notified Public safety?
- Notified Parking?
- Given detailed event information to space manager?
- Given detailed information to your advisor?
- Have you met in person with space manager?
- Have you typed up event script/order of events?
- Delivered typed event summary to space manager?
- Assigned ushers, if needed?
- Gotten any rental quotes/estimates in writing?
- Made sure needed funds were available?
- Assigned an Event Liaison to space manager?
- Gotten all hospitality materials for guests like water/fruit etc...
- Made transportation / parking arrangements?