

Event Planning Checklist

Details

Club Information

- Club Name:
- Advisor(s):
- Primary Contact:

DONE?

Event Information

- Event Name:
- Event Date(s):
- Event Time(s):
- Event Location(s):
- Event Intended Audience:
- Estimated Numer of Attendees:
- Event Objective/Purpose:
- Identify Budget Needs/Cost Breakdown:
 - Speaker/performer
 - DJ
 - Decorations
 - Catering (Café has 1st right of refusal)
 - [Link to Café meu](#)
 - Swag/Opportunity Drawing Prizes

Approvals

Minimum 6-weeks notice

- Request event approval from ICC, SLDP@msjc.edu
- Submit club minutes reflecting event approval to SLDP@msjc.edu
- Submit a SGA Funding Request Form, if funding is needed
[Link to SGA Funding Request Form](#)
- Submit a completed Use of District Facilities Form via AdAstra, if on-campus
[Link to Use of District Facilities Form/Astra Scheduling](#)
- Submit a room reservation request via Astra Scheduling, if on-campus
[Link to Astra Scheduling](#)
- Submit a request to the MSJC Foundation, MSJCFoundation@msjc.edu, if this is a fundraising/donation generating
[Link to Fundraising Manual](#)

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Purchasing/ Contracts

Minimum 6-weeks notice required

- Work with SLDP Admin to submit all purchase requisitions and contracts into Galaxy
Quotes & invoices for all speakers, performers, purchases, etc. required

Event Work Orders

Minimum 1-week notice required

- Facilities Request for items such as: tables, chairs, pop ups, flags, podiums, trash bins, etc.
[Link to Event Set/Up Breakdown Request](#)
- IT Request for technology support such as: classroom technology, microphones, computers, audio, etc.
[Link to Submit HelpDesk Request](#)
- Request for Marketing assistance such as: Weekly Round Up, Marquee,
[Link to Marketing Services Request Form \(MSRF\)](#)

Other Considerations

- Develop an Agenda/Order of Ceremonies
Know who does what/when
- Determine if RSVP is needed/Zoom Links, etc.
For assistance with setting up a Zoom Webinar or Large Meeting Room (more than 200 attendees), contact Suzanne Ortega, sortega@msjc.edu
- Develop the presentation and/or entertainment (PowerPoint, videos, music, etc.)
- Request Superintendent/President, Board of Trustees, and/or EC for speaking or other involvement
[Link to Request President, EC and/or BOT](#)
- For graphic design services such as images, logo or other artwork services, contact Rony Armas at rarmas@msjc.edu
Note: All flyers, and/or forms must be accessible and meet official district branding guidelines
[Link to District Branding Guide](#)
- Determine if parking permit messaging is needed for guests
[Guest parking permits available for purchase](#)
[Link to Parking Permit Waiver Request](#)

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- Determine if a post-event survey or evaluation is needed and how that will be conducted
- Determine if a Verification of Attendance / Extra Credit Form is needed
Note: provide explicit instruction for completion to ensure credit for proper course/professor and event
[Link to Student Form](#)

Tips for Planning Inclusive Events

- Be mindful of religious holidays and events.
- Collaborate with other clubs, departments and/or affinity groups to integrate your event into existing programming and avoid scheduling conflicts or duplication.
- Provide multiple ways to register (phone, email, online form) and collect information to contact participants in the event of an emergency or cancellation
- Indicate how to request accommodations and/or register, including a contact and deadline.
- Ensure any online registration forms and confirmation emails are accessible and usable.
- Consider multiple aspects of physical accessibility, including transportation, parking, building entrances, restrooms, signage, ramps, room set-up, dietary needs, and seating.
- Provide participants information on our affinity groups as well as other various student support services.
- Provide an array of accessible formats for all presentation materials—in advance, during, and after.
- Provide attendees with alternative formats to ask questions or provide feedback.
- Films and videos should be captioned at minimum and audio-described, if possible.

Need Assistance?

Contact:

Kevin Baker, Director- kebaker@msjc.edu

Suzanne Ortega, Special Program Assistant- sortega@msjc.edu

Karla Garcia, Administrative Associate- kgarcia@msjc.edu