### Getting Ready To Create a Program/Event:

- Assess risk associated with your event to determine SEAB Grade
  Protocol: [http://www.unr.edu/stsv/studentactivities/eventPlanning.html](http://www.unr.edu/stsv/studentactivities/eventPlanning.html)
- Assess students needs for program/event
- Review previous/similar events
- Check for time conflict with other events on campus
- Fill out Student Event Advisory Board form (SEAB): [http://www.unr.edu/stsv/studentactivities/event/seab.html](http://www.unr.edu/stsv/studentactivities/event/seab.html)
  - Print completed SEAB form & turn in with signatures, including your Advisor’s signature, to the ASUN Student Activities Front Desk located on the 3rd floor of the Joe Crowley Student Union 20 days prior to your event.
- Make facility reservations:
  - Joe Crowley Student Union 784-6505
  - University Scheduling (classroom, lawns etc)784-6837
  - Parking Services (space)784-4654
  - Facilities, Operations, & Maintenance (Tables/equip., etc) 784-8020: [http://www.unr.edu/facilities/operations/MovingCrew.html](http://www.unr.edu/facilities/operations/MovingCrew.html)
- If bringing artist/entertainer:
  - Research/contact agent(s) for artist availability/price range
  - Request technical rider

### Eight Weeks Before Program/Event:

- Develop marketing plan
- If bringing artist/entertainer:
  - Request contract and turn into ASUN accounting for official signatures. **NO STUDENTS MAY SIGN A CONTRACT**
  - Request press kit/publicity from agent

### Six-Eight Weeks Before Program/Event:

- Request security, if applicable
- Delegate initial responsibilities to other members
- Know where event payments will be coming from
- Complete Event Review within 1 week
- If bringing artist/entertainer:
  - Request contract and turn into ASUN accounting for official signatures. **NO STUDENTS MAY SIGN A CONTRACT**
  - Request press kit/publicity from agent

### Four Weeks Before Program/Event:

- Confirm facility reservations (Union, Scheduling/Facilities, Parking)
- Submit Inkblot work order if needed for publicity
- Fill out/turn in sound and lights request. Discuss with Director of Sound and Lights
- Request parking signage if needed for traffic control
- Confirm security reservation
- Special guests at event? Special requests? Tabling?
- Are tickets being sold? Determine distribution parameters (Lawlor, JCSU, Tabling, etc.)
- If bringing artist/entertainer:
  - Fulfill tech/hospitality requirements set forth in contract
  - Is artist selling merchandise? Determine distribution parameters (Merchandise table, Bookstore, etc.)
  - Reserve hotel room, if applicable

### Two Weeks Before Program/Event:

- Fill out/turn in requests for payment, credit card, purchase order, etc.
- Send out/post posters and publications
- Create press release
- Schedule training/event meeting and time.
- Schedule volunteers (name, phone, email in writing)

### Event/Program:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Location:</th>
<th>Time:</th>
</tr>
</thead>
</table>

### One Week Before Program/Event:

- Confirm facility reservations, parking spaces, parking signage (time, location, etc) once again
- Confirm volunteers and prepare volunteer training (shirts, passes, etc.)
- Shop for all items or supplies for the event. Immediately copy all receipts and give copies to:
  - President/Director & Treasurer
  - Advisor
  - ASUN Accounting
  - **Return Credit Card**
- Script event (hour by hour)
- If bringing artist/entertainer:
  - Complete set up and sound check
  - Pick up/set up catering
  - Confirm arrivals

### Day of Event:

- Take a deep breath
- Complete set up and sound check
- Pick up/set up catering
- Confirm arrivals

### Event Closing:

- Has artist received payment? ________________________
- Has venue received payment? ________________________
- Has catering received payment? ______________________
- Has security received payment? ______________________
- Has _________ received payment? ____________________
- Has _________ received payment? ____________________
- Has _________ received payment? ____________________
- Have thank you cards/shirts been sent?______________
- Recognize/thank volunteers? ________________________
- Complete Event Review within 1 week
  - Include budget
  - Copies of receipts
  - Pertinent emails/contacts
  - Copy of event publicity

### Completed and Reviewed:

- Event Coordinator ________________________
- President/Director ________________________
- Advisor ________________________

### File Closed:

- __________/________/________

### For more information visit:

[http://www.unr.edu/stsv/studentactivities](http://www.unr.edu/stsv/studentactivities)

ASUN/Student Activities
Joe Crowley Student Union, 3rd Floor
775-784-6589