

Northwestern University Student Organization Event Check list

In an effort to provide the Northwestern University community with exceptional events and activities, Northwestern University recognized student groups must complete this form before an event is considered viable on the Northwestern campus. This form is intended to assist student group leaders in the budgeting and planning process. Please note that at each stage the form must be signed by both the president and advisor. Each leader must work closely with their advisor to ensure a successful event. If you have any questions along the way, please feel free to make an appointment with the Director of the Center for Student Involvement 847-491-2350.

No later than Six Weeks before event date:

- Venue Secured and meeting with venue manager scheduled
- Determination made for length of event (length of rental time of venue)
- Meeting with NUPD scheduled and preliminary security plan in place
- Event entered into Contract data base (notification of interested parties will occur)

Group President (date)

Group Advisor (date)

A copy of this checklist must be turned in to the Center for Student Involvement with your contracts no less than four weeks before the date of your event. Failure to do so will result in your event being cancelled or postponed.

Four Weeks before event date:

- Contract sent to the Center for Student Involvement for processing
- Event risk assessed with Advisor, Risk Management and the Center for Student Involvement
- Production plan in place and confirmed with Venue manager (attach copy to this checklist)
 - Sound
 - Lighting
 - Electrical needs
 - Staging
 - Front of House (House Manager, Ushers, Ticket Takers)
 - Copyright or distribution rights in place
 - Certificates of Insurance (COI's)
 - City of Evanston Permits
- Ticket distribution plan must be turned into box office to set up event (attach copy to this checklist)
- Security plan finalized (attach copy to this checklist)
- First production meeting scheduled with advisor, student group representatives and appropriate administrators. (Including if requested by advisor, a script for the event)

Group President (date)

Group Advisor (date)

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Three Weeks before event date:

- Hotel rooms booked
- Flights booked
- Ground transportation secured
- If planning a reception, is the site secured and food ordered
- Merchandise sales determined
- Book signing or sales, contact made with Norris Center Bookstore
- Determination made for recording of event or media coverage; including podcasts or webcasts.
(attach plan to this checklist)

Group President (date)

Group Advisor (date)

Two Weeks before event date:

- Contracts are returned to student group
- Final production meeting scheduled with advisor, student group representatives, and appropriate administrators (Meeting to include day of details confirmed [set-up times, sound check times, break-down, list of volunteers and their responsibilities, arrival times and last minute requests])
- Publicity plan in place (attach copy to this checklist)
- Event entered into Plan-it-Purple for weekly email distribution
- Final event approval or denial given – event continues as planned or decision is made to cancel or postpone

Group President (date)

Group Advisor (date)

ASG recognized groups _____
Signature of Account or Group Executive