

# Event checklist

(on campus event)

PLEASE COPY AND PASTE INTO NEW GOOGLE DOC

Form must be submitted and shared with programming committee 2 weeks prior to event date

Event name:

Who is in charge of this event?

How is this event being advertised?

Has budget request been submitted and approved?

Have all necessary items been ordered?

Has a space request form been submitted and approved?

Where will the event be held?

What date and time will your event be?

Do you need help setting up/ breaking down event?

Who is helping you with this event (Gophers)?

Contact Info for vendor:

Where can the supplies for this event be found? (basement storage, office..ect)

Any other important event details (run-of-show):

# Event Checklist

(bus trip)

PLEASE COPY AND PASTE INTO A SEPARATE GOOGLE DOC

Form must be submitted and shared with programming committee 2 weeks  
prior to event date

Event name:

Who is in charge of this event?

How is this event being advertised?

How many available spots/how many people have signed up?

Where is this event?

Where will bus drop off/pick up students?

Has budget request been submitted and approved? **Yes**

Have all necessary items been ordered?

Has the bus been ordered and reserved?

What date and time will your trip be?

What will students be doing when they arrive?

Who is helping you with this event (Gophers)?

Any other Important Event details (run-of-show):