Events Checklist: Knox College Student Organizations

Where and when is the program going to take place?

❏ Reserve Room/Space
❏ Rain Location Reserved (If the program is outdoors, have you thought about rain or difficult weather?)

What resources do I need to have a successful event?   **Ideal Timeline**

❏ Artists/Performers/Speakers - meet with Campus Life Office   3-4 Weeks in Advance
    (If you are paying an Artist/Performer/Speaker you need a contract, W-9, and insurance)

❏ Conferences: Registration / Hotel / Travel arrangements   3-4 Weeks In Advance*
    (Meet with Campus Life Office to go over *deadlines/reservations/payment methods)

❏ Travel Information/Transportation Requests   3-4 Weeks In Advance
    (Complete a travel form in the Campus Life Office for a- car, bus, etc.)

❏ Payments/Purchases by Check   3 Weeks in Advance
    (Fill out a Purple Transaction Form)

❏ Materials Purchased through Campus Life   1-2 Weeks in Advance
    (Fill out a Purple Transaction form for local merchant Purchase Orders,
    Credit Cards, or Online Purchases)

❏ Catering Orders with Dining Services   (needs advance approval)   1 Week in Advance
    (Complete Transaction Request Form with Campus Life Office **first**,
    then reach out to Dining Services to order food for your event on campus)

❏ AV Request (my.knox.edu)   1 Week in Advance
    (Does your program require a microphone, speaker, etc.?)

❏ Work Order Placed (my.knox.edu)   1 Week in Advance
    (Do you need tables, chairs, garbage bins, recycle bins, etc.?)

❏ Complete a Temporary Food Permit Application   1 Week in Advance
    (Are you planning to cook and then **sell** your own food? You will need to complete this application)

❏ Guest Wireless Access (no longer requires advance request)   Access Online
    http://www.knox.edu/offices/information-technology-services/guest-wireless

How do I let everyone know about this event?

❏ Submit Program to the Events Calendar using my.knox.edu