

# Knox College Student Organization Event Planning Checklist

- Develop your event.
  - Review the updated [Event Registration Policy](#).
  - Determine the purpose of your event. How will this event support the mission of your organization?
  - Select a date, time, and location.
  - Determine your budget. Are funds already allocated or will you need to submit an additional funds request?
    - Funds can be requested through the [Campus Life Event Registration and Transaction Request Form](#).
      - Pay close attention to the timelines for transaction requests.
      - Submit an additional requests form if needed.
    - [Reserve the event location](#).
- Register the event through the [Campus Life Event Registration and Transaction Request Form](#). Events must be submitted at least 5 business days prior to the event.
- After your event has been approved, advertise the event.
  - Put up posters & social media graphics.
  - Add to the [campus events calendar](#), include a poster for the events newsletter.
- Determine AV needs (computer, speakers, microphones, etc) 5 business days out.
  - AV equipment reservations should be made through [Lend Items](#).
    - The Lend Items extension can be accessed from email by using the square of nine dots at the top right-hand corner, the same way you can go to drive or calendar. Lend Items is available if you scroll towards the bottom of all of the options. There students can reserve any items that ITS has to offer.
  - Should students need assistance setting up or running the tech for the event, they would need to set up a time with an AV worker. This can be done with this [link](#). Students should submit the request at least one week prior to the event in order to ensure that someone can help them. If students need guidance on what equipment to reserve they can contact [helpdesker@knox.edu](mailto:helpdesker@knox.edu).
- Submit a [work order](#) to reserve tables, chairs, etc. 5 business days out.

## Questions to Consider When Planning An Event

- Will this event be indoors, outdoors, or virtual?
- Why should the event be held in person as opposed to virtually?
- Will the reserved location be able to accommodate all attendees?
- Will prizes be given out as a part of the event?
- Will this event require obtaining the rights to show a movie?
- Can the event happen while being physically distanced?
- Are there any outside contracts/vendors involved?

- How do you plan to adhere to safety protocols?
- How will you enforce the protocols?