ASLC EVENT PLANNING CHECKLIST
(This is an optional checklist to help you plan your event.)

☐ Meet as a group and decide on a date, venue, and budget for an event. Before settling on a date, check the college events calendar (http://www.linfield.edu/calendar/main.php) and the college athletics calendar (http://www.linfield.edu/sports/) to be sure you’re not programming against other events.

☐ If booking outside talent, contact the performer’s agent. You must seek pre-approval from the Director of College Activities (Dan Fergueson) to bring in outside talent. The Director of College Activities must sign any contract.

☐ Fill out the event planning form (http://www.linfield.edu/activities/planform.php) to secure the venue and other needed resources.

☐ Fill out and turn in an Activities Council Request (http://www.linfield.edu/aslc/files.php) form to the ASLC Club Director. This must be done at least three weeks before the event.

Events Above this Line should be Completed Before Funding Occurs

☐ Complete a Publicity Request (http://www.linfield.edu/aslc/files.php) and turn it in to the ASLC Publicity Director. This should be done immediately after funding is secured and at least two weeks before your event.

☐ Fill out a Vehicle Request Form if you need to rent a van. This form can be found in the ASLC Office on the third floor of Riley. The form needs to be first signed by the ASLC Vice President of Business & Finance. The form should then be signed by the Director of College Activities. Finally, you must take the form to Facilities Services (behind Nicholson Library). This process can take a few days and it’s often difficult to get a van on weekends, so the sooner this is done, the better.

☐ Add your event to the online calendar (http://www.linfield.edu/calendar/update.php). The sooner you do this, the less likely someone else will program against you.

☐ If A/V equipment is needed (music, microphones, multimedia), fill out an A/V request form and turn it into the Director of College Activities. This must be turned in at least a week in advance of the event.

☐ It is preferred that you spend your own money and then submit receipts with your Check Request for reimbursement of approved expenses. If this is not possible, fill out a Check Request (http://www.linfield.edu/aslc/files.php) and submit it to the ASLC Vice President of Business & Finance at least five days before you need the money.

Events Below this Line should be Completed After Event Occurs

☐ Complete a Post-Event Worksheet (http://www.linfield.edu/aslc/files.php) and submit it to the ASLC Club Director within one week following your event. Receipts and a Check Request (if you haven’t submitted one) should be attached. If you’ve already submitted a Check Request, any leftover funds should be attached.

Questions? Contact the ASLC Club Director, Colin Jones at cojones@linfield.edu

Updated: September 2009