



# William Carey University School of Pharmacy

## Student Activities Office

### *Event Checklist*

\*Turn in at least 2 weeks prior to event and set up

Event \_\_\_\_\_

Member in Charge \_\_\_\_\_

Location of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Set-Up Crew \_\_\_\_\_

Clean-Up Crew \_\_\_\_\_

- Publicity
- Ice
- Booked location
- Plates/cups/napkins/forks, etc.
- Approval on items that need to be approved (movies, music, etc.)
- Inform Facilities of the need for a work order for tables/chairs and electricity/water
- Sound Equipment (Who is setting it up/taking it down, etc.)
- Informed Office or Angela Hawkins of need of check request\*\*\*\*
- Tables/chairs
- Decorations
- On-campus location
- Electricity/water at location
- Food
- Coke Trailer
- Off-campus location
- Verify location

Total Cost: \_\_\_\_\_

\*\*\*\*If you need ANY MONEY for your event, you must let us know **at least 2 weeks** before your event so that we can submit a check request to the business office.

\*\*\*\*If your event is an outside event, please have a back-up plan in case of rain. Let us know where the new location will be and any other alterations to the schedule that may need to be made.