

# Checklist For An Entertainment Event

1. We encourage you to partner with other organizations to increase your reach and funding options
2. Marketing is the most important aspect of entertainment events - invite people!
3. If you need assistance, email us at [involvement@uni.edu](mailto:involvement@uni.edu)

## The Budget:

Prepare a proposed budget  
 Identify funding sources  
 ([NISG](#) or personal org money)

## Date Completed by

## Assigned To


## General (on campus):

Check with University Calendar  
 Reserve a facility ([EMS Calendar](#))  
*(if you charge there may be fees associated)*  
[Reserve Equipment](#)  
 Coordinate room or outside set up  
 Get your contracts signed early


## General (off campus):

Coordinate with venue  
 Plan for parking  
[Reserve Equipment](#)


## Food (on campus)

Determine what food you want  
 Work with [UNI Catering](#)  
[Choose an approved vendor](#)  
[Catering Exemption](#)  
[Food trucks need special exemption](#)


## Accommodations/Accessibility

Is your event accessible to all students?  
 What accommodations do you need to offer?


## Marketing

Promotional plan  
 Design materials  
 Print materials ([Copy Works](#))  
 Use Student Involvement's [Content Creator](#)


## Miscellaneous

Create a timeline

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Gambling or raffle license (if needed)

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Purchase Supplies

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*(connect with Student Involvement Secretary to finalize purchasing details)*

Recruit volunteers

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Make a plan for handling the money

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Make a follow up thank you plan

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