EVENT PLANNING CHECKLIST

☐ **What Type of Event Are You Planning?**
Is this an event featuring a guest speaker? Are you hosting a craft night? Movie night? Dance? Think about the *purpose* of your event. What do you hope to achieve by hosting this event? Will you have entertainment, a DJ or musician, or a guest speaker?

☐ **Selecting a Date for Your Event**
Have you checked the **university calendar** to see if any major events conflict with the date(s) you are considering? https://events.wayne.edu/ Did you check the **Get Involved calendar** to make sure your event won't be in conflict with CAT activities or another organization's event that would be attracting the same attendees?
https://getinvolved.wayne.edu/

☐ **Selecting an Event Location**
How many attendees do you anticipate for your event? To receive SAFB funding, your event must be on-campus. Think about what will occur during your event because this will affect your room set-up and your choice of venue. Do you need the ballroom, or will a meeting room suffice? Do you need a dance studio or auditorium?

☐ **When Does your Event Start/End?**
When you reserve your venue, you must include your vendor's set-up and tear down time. Ask your entertainers/vendors how much time they need to comfortably set up AND tear down. If your event goes from 7:00-10 PM, you might need to make sure you have the venue reserved from 1 PM to Midnight. It is important to keep this in mind when talking to your vendors. You may be charged overtime costs for the venue staff to remain later.

STOP! If you have confirmed all the above already, Reserve your space now! Make sure that the date does not conflict with the University Calendar or another event.

You can reserve spaces in the Student Center, St. Andrew's and Community Arts using the EMS reservation system here: https://studentcenter.wayne.edu/reservations/how-to

Need help or have questions about space, contact Student Center Reservations at 313-577-4585

☐ **Contact Your Vendors**
Reach out to the vendors/entertainers you want for your event. Find out if they are available for your selected date and time. Ask them to email you with a quote or contract for their services. If they have not been hired by Wayne State before, they will need to submit a [W9](#) and a [New Vendor Form for Individuals](#) or [New Vendor Form for a Business.](#) Without this paperwork, we will not be able to pay them.

☐ **Decorations**
There is a $200 limit for decorations. The SAFB submission form will ask you to include the url link to the decorations you wish to have at your event. Make sure the link is the correct one for your product as the DOSO Coordinator will be ordering your purchases based on the links you provide.

☐ **Marketing and Promotion**
Funding for marketing and promotions can be part of your submission. How to plan to promote your event? Make sure to create a strategy because you will have to include it in your submission form.

☐ **Food**
The amount allocated to food is limited to $400. To help you maximize your food dollars, we have a special list of DOSO Packages for $400 specially designed for SAFB-funded events. You must use Campus Dining Services or one of the Dining Partners that accept internal payment forms. You can find the DOSO menus and a list of our accepted Dining Partners here: https://doso.wayne.edu/org-services/funding on the drop-down tabs.

When you submit your request for funding, you will be prompted to include which DOSO package or a copy of an online order (make your selections and do everything but submit) to any of our dining partners

☐ **Deadlines to Submit Requests for Funding**
SAFB will be meeting monthly to approve submissions so it's important that you submit your request according to the deadlines. Check here for deadlines:
https://doso.wayne.edu/org-services/funding

☐ **Do you want to ensure that your request is approved?**
The SAFB will be referring to an Event Request Rubric to aid their decision-making. Scroll through the rubric below and make sure you have everything in order before you apply for funding.

EVENT REQUEST RUBRIC

Topic	Description	Score	Notes
Community & Collaboration	The event is open and accessible to all students and the public		
Diversity & Inclusion	The event supports students all of identities, backgrounds, and beliefs, and allows equitable opportunities for participation		
Innovation	The event is a unique opportunity for students to get engaged with WSU in an area or activity that does not replicate or conflict with others		
Integrity	Proposal provides documentation validating costs at a reasonable fair market value for any expenses requested		
Excellence in Proposal Quality & Detail	The proposal addresses all questions, provides details, and adheres to all policies and timelines		
Event Logistics	The event is completely planned, includes a detailed list of activities that will take place		
Marketing	There is a concrete marketing plan to support attendance at the event		

1 Poor, 2 Needs More Work, 3 Average, 4 Great, 5 Exceptional