

Event Planning Checklist

Discuss event idea with members of the organization/department
Research availability and cost of performers, speakers, or vendors
Pick a date and time for the event – Take into consideration other scheduled events by checking EMS, the RICalendar, and contacting other student organizations/departments
Develop a proposed budget with cost estimates
Apply for funding
Determine if the space you are thinking of reserving is physically accessible (i.e. Are doorways wide enough to accommodate a wheelchair? Is there an entrance that does not require the use of stairs? Are working automatic door openers in place at the entrance? Are ramps and working elevators available? Is there appropriate seating available to all? Is it possible to have three consecutive chairs next to the space for a wheelchair?)
Space reservation, Donovan Dining catering order, and AV equipment request through EMS.
For audio visual presentations, take into consideration reasonable accommodations such as including subtitles and captions so individuals with hearing impairments are able to access the material and information. SCG can help you secure an ASL interpreter.
If having food or refreshments, make sure food and beverage service is accessible to persons in wheelchairs or people with other mobility impairments
Performance contracts and W-9 – All contracts need to be reviewed by SCG and signed by the organization officers and advisors.
Promote the event – Do not advertise an event until the space is reserved and contracts are signed!
Have a member of the group be the designated person who will serve as a “sighted guide” to participants who are blind or visually impaired and/or serve as general a guide participants who need assistance finding their seating, restroom locations, and elevators.
Make sure your publicity and advertisements include information regarding reasonable accommodations. For example, “If you need an accommodation to fully participate in this event, please contact [sponsor name] at [sponsor phone/email]” or “Individuals needing reasonable accommodations for disability access are to contact [sponsor name] at [sponsor phone/email]”.
Recruit organization/department members to help run the event
Event supplies and decorations
Outline of event timeline/schedule
Compile event rules or guidelines. Take into consideration the social suitability and varying attention spans of all participants
Compile handouts and/or programs. Use clearly readable font and large text size when possible. Make your materials available in electronic format when possible. Consider including the following statements on advertisements and materials for your event, “The goal of our event is to make materials and activities accessible to all participants. Please inform organization/department leaders of accessibility barriers you encounter and request accommodations that will make event activities and information resources available to you” or “This publication is available in alternate formats upon request. Please contact [Name and Number]”
Confirm space reservation, including setup and audio visual equipment.
Confirm arrangements with all vendors and service providers
Have signs directing attendees to entrances, elevators, and bathrooms. Please refer to signage policies for guideline and regulations http://www.ric.edu/administration/policies.php
Make sure path to entryway is clear and accessible to all individuals
Event Evaluation
Thank You Notes
Complete budget with actual costs and process payments

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