

Event Planning Checklist

- Guests to Campus:
 - Release of Liability form to busadmin-assistant@redwoods.edu
 - and/or Redwoods Community College District listed as Additional Insured on Certificate of Insurance to busadmin-assistant@redwoods.edu
 - Maps and arrival instructions: <https://www.redwoods.edu/about-us/Locations.html>
 - Marketing ticket for specific event maps with room locations and routes
- Receiving Payment from CR
 - Submit CR Vendor Application & W9 to purchasing@redwoods.edu : <https://internal.redwoods.edu/formsresources/Business%20Office/Purchasing/CR%20Vendor%20Application%20and%20W9.pdf>
 - Itemized Invoice
- Selling food/merchandise on a CR campus
 - Submit a copy of Business License to purchasing@redwoods.edu
- Providing food
 - order from Dining Services Catering Menu
 - Off campus food: Submit to ashley-mitchell@redwoods.edu
 - Dining Services Approval required
 - Safe Food Handling for serving: Contact Dining Services
 - Copy of Public Health Certificate for off campus food vendors
 - Meal Sign-In (to Purchasing with receipts): <https://internal.redwoods.edu/formsresources/Business%20Office/Purchasing/Meal%20Roster%20Sign-In%20for%20Food%20Purchases%2012.15.2022.pdf>
- Reimbursement for food costs:
 - Submit itemized receipt, meal roster, and event flyer to purchasing@redwoods.edu
- Location:
 - Room Reservations: <https://internal.redwoods.edu/Reserve-a-Meeting-Room.html>
 - Questions: Amy-Chase@redwoods.edu
 - Submit an Event Support Ticket at <https://ticket.eureka.redwoods.edu/portal>
- Marketing:
 - Request: include event details, target audience(s), why they should attend (prizes, learning outcomes, etc): [https://internal.redwoods.edu/formsresources/Communications/Marketing%20and%20Communications%20Procedures%202024%20\(1\).pdf](https://internal.redwoods.edu/formsresources/Communications/Marketing%20and%20Communications%20Procedures%202024%20(1).pdf)
 - Meeting with Molly 2 months ahead of time: Radio ads, live interviews, newspapers, photographer/videographer at event, social media ads
 - Graphic design ticket 1 month ahead: Flyer/postcard, Social media image, website rotator image, add to calendar

- Print ticket 1 week ahead: 30 flyers for student services, post flyers to bulletin boards around campus, extra flyers for sandwich boards day of event, handouts
- Email request: week before to email students
- Text students: [Ocelot Training & Text Campaigns](#)
- Email reminders to faculty/staff/admin week before and/or day before
- ❑ Request Parking Permits in advance from esmeralda-ramirez@redwoods.edu and address parking citations
 - Alert Campus Safety to large events, loading/unloading, etc.
 - Marquee sign (at front entrance to main campus)
 - Request free parking for events well in advance: michael-perkins@redwoods.edu
- ❑ Event Volunteers:
 - Non-Paid:
<https://internal.redwoods.edu/Portals/180/Human%20Resources/Volunteer%20Form.pdf?ver=ZAIM5LiUctkinig8RRYbmQ%3d%3d×tamp=1714773968908>
 - Paid: comp time request/supervisor approval
- ❑ Attendees:
 - Photo Release Form
<https://internal.redwoods.edu/formsresources/Communications/PhotoVideo%20Release%20012417.pdf>

OPTIONAL EVENT PLANNING & EVALUATION:

What have we done in the past that's similar and what worked/didn't work?

Event Goals (Ed Master Plan, Guided Pathways):

How will we gauge effectiveness?

Target Audience(s):

How will we reach them?

Attendance Goal:

Ideal Days/Times for target audiences:

Ideal Locations for theme, audience, size, tech/other resources:

Backup location option(s):

Key/access to those locations:

Budget: item, amount, budget source

Student Feedback

Staff Feedback

Partner Feedback

How did we meet our goals?

Unforeseen problems

Overall observations

What should we do differently next time?