

RSO Event Planning Checklist

There are many things that event planners must take into account for an event to be successful. While planning an event, here are some things that you should always consider:

- Can you clearly articulate the mission or goal of the event to someone who isn't familiar with your RSO?
- Does everyone in the RSO have a clearly defined role?
- Was the role selection process fair and transparent?
- Have you reserved a venue and paid a deposit (if necessary)?
Have you identified a back-up venue?
- Have you established a detailed, well-researched event budget?
- Is the budget reasonable for your RSO?
- Have you created and distributed marketing materials for the event?
- Are your marketing efforts reaching the greater student community (outside of your friend / acquaintance circle)?
- Is there a plan for how supplies will be acquired, stored, and ultimately used?
- Have you identified participants' special needs (i.e. dietary restrictions)?
- Are the event's activities and venue accessible?
- Have accommodations been made for those with special needs?

