



RSO Event Planning Checklist

Event: _____ Event Date: ___/___/___

Hosting Organization: _____ Event Planner: _____

CSIL P.O.C.: _____ Reservation #: _____

- **Confirm Event Date/Time/Location**
 - ❖ Confirm event date, set-up time, start time, end time, clean-up time, & location
 - ❖ Reserve rain location; in the event of rain:
 - Decision needs to be made by noon the day prior for a weekday event
 - Decision needs to be made by noon on Friday for weekend events
- **Confirm University Police Needs**
 - ❖ Police support for parties, outdoor events, and overnight events
- **Confirm Event Technical Services' Needs**
 - ❖ Audio and visual needs
 - ❖ CSIL materials may be used as alternative (speaker, extension cords, etc.)
- **Confirm Physical Plant/Support Services' Needs**
 - ❖ Stage, tables, chairs, podium, additional electric materials
 - ❖ Use room set-up notes for tables, chairs, etc. in AC, Commons, and GSU
- **Confirm Catering Needs**
 - ❖ If using Catering, update the final attendee list one week before event
 - ❖ Don't forget to reserve tables for Catering
- **Confirm Horticulture Needs**
 - ❖ Trashcans/recycling for outdoor events, ferns, marking tools, turning sprinklers off, hoses
- **Confirm Room Set-Up**
 - ❖ Draw diagram, enter set-up notes
- **Confirm Clean-Up Plan**
- **Complete Request for Funding**
 - ❖ Submit to Appropriations & sign up for a Funding Meeting
- **Complete Appropriate Forms**
 - ❖ Maryland Gaming License (10 days needed)
 - ❖ Apparel Form (make sure to submit Request for Funding from Appropriations)
- **Acquire Event Permit**
 - ❖ Only needed for high-risk events or events in Maggs, Holloway, or Intramural Fields
- **Build University Ticket for Event**
 - ❖ Reserve scanners at CSIL front desk
- **Submit Event Details on Involved@SU**
 - ❖ Reserve ID swipers at CSIL front desk