

COMPLEX EVENT CHECKLIST – PARTY

Event Name:

Date of Event:

SSI Organization Account:

- Walk me through your idea of the event.
- What is the budget of the event?
- Who is your intended audience? Non-WCU students must arrive before 11:30 PM and must have college ID or state-issues ID to enter.
- How many guests are you expecting? WCU versus non-WCU students?
- How much will you be charging for WCU and non-WCU students?
- Which organization is benefitting from the event? Will the funds be split?
- How will you be collecting money? Cash, Venmo, ticket sales, etc. Cash box needs to be picked up from SSI the day of the party before 4 PM. Let them know in advance that you will need a box prepared.
- When will you be depositing the money? All money must be deposited in SSI the night of the party. You can drop off the safe in Sykes with a Public Safety escort.
- What are your maintenance/facilities/grounds needs?
- Does the space have enough bathrooms?
- Can we talk more about Public Safety's presence at the event?
- What kinds of things will be requiring contracts? Stage, DJ, lights, etc.?
- Are there enough trash cans in the space?
- Who will be volunteering to work the event? Can we have a list by a certain date? You must have volunteers to check students in, collect money, do wristbands, etc.)

- How will tickets to the event be sold if the event is costing money?

- How will the check-in process go?

- What is the capacity and how will you keep track of that?

- Will your advisor or another WCU staff member be present?

- Do you have a run of show for the event?

- Will you be having outdoor amplified sound? If so, remind students of policy.

- Will you be having food at your event?

- How are you advertising the event? Has a copy of the flyer been uploaded to the RamConnect form?

- Meeting date and walkthrough with Public Safety prior to the event:

- Would you like to schedule a follow-up meeting as we get closer to the event?

- Are there any accessibility issues to be aware of at your event?