

# Club & Org EVENT CHECKLIST

## 1. PLANNING STAGE

*REFER TO YOUR EVENT AND FINANCE GUIDE ON REQUIRED DEADLINES, ADDITIONAL APPROVALS, AND HOW TO SUBMIT EVENTS.*

- Choose the event date and time.
- Reserve your space on campus.
- Secure any required permits, licenses, or additional approvals.
- Submit your event on Coyote Connection.
- Create a budget for your event and confirm club bank account balance.

## 2. LOGISTICS & PREPARATION

*REFER TO YOUR EVENT AND FINANCE GUIDE ON REQUIRED DEADLINES, ADDITIONAL APPROVALS, AND HOW TO SUBMIT FORMS FOR PURCHASING.*

- Confirm vendors (catering, performers or speakers, etc.)
- Create a list of items needed to purchase (decorations, supplies, promotional items etc.)
- Secure any required approvals (branded materials, food, etc.)
- Submit the Financial Transaction Request Form on Coyote Connection for all purchases.
- Coordinate transportation, parking, or accommodations if necessary.

## 3. MARKETING & REGISTRATION

*\*AFTER APPROVAL FROM OSLE\**

- Launch event promotions on social media and other platforms.
- Print flyers and post on campus bulletin boards (with OSLE approval)
- Share registration link from Coyote Connection.
- Schedule reminder emails or updates for attendees.

## 4. EVENT DAY

- Inspect the venue and ensure setup meets expectations.
- Assign team roles.
- Manage the event schedule and monitor guest experience.
- Address any unforeseen issues or last-minute changes.

Contact OSLE for any questions: [osleinfo@csusb.edu](mailto:osleinfo@csusb.edu) or 909-537-5234