COLLEGE OF NATURAL & SOCIAL SCIENCES

Event Checklist

The purpose of this checklist is to help plan events and keep track of what is needed.

Event Information:

- [ ] Date and Time of Event
- [ ] Title of event
- [ ] Purpose/ Description of event
- [ ] What is your budget _____ ?

Event Needs and Funding:

Please ensure to plan for all necessary expenses and identify the source of funding used for the event.

- [ ] Hospitality form
- [ ] Number of people/ Guest list Note: Invitation list has to match BEO
- [ ] Agenda for event
- [ ] Food/drinks (Prioritize If this event needs refreshments, this would be an urgent task) (Budget _____)
- [ ] Dietary restrictions (Prioritize If this event needs refreshments, this would be an urgent task)
- [ ] Tables/chairs/canopies/trashcans (Facilities request form) (Budget _____)
- [ ] If you need a ASL interpreter, please contact **The Office for Students with Disabilities (OSD)** (Budget _____)
- [ ] Please make sure to take into account the accessibility needs for your event. Please visit **Accessibility** site
- [ ] Need sound for your outdoor event? Speakers/sound requests (Golden Eagle Radio or Jazz Quartet) "**Amplified Sound Requests.**" (Budget _____)
- [ ] Need parking? Please visit **Parking & Transportation Website** (Budget _____)
- [ ] Need signage? Please fill out **Event Parking & Signage Form** (Budget _____)
- [ ] Need outdoor space ?If you want to reserve any outdoor space for an event, you have to complete the "**External Space Reservation Request Form (ON-Campus Departments Only)**"
- [ ] Locations on campus (Ballrooms and USU charges for use of facilities) Please visit **Facilities** website (Budget _____)
- [ ] Need Balloons? Please visit **MyFiesta** Website(Budget _____)
- [ ] Decorations (Budget _____)
- [ ] Please email communication specialist **vmojica5@calstatela.edu** if you need media coverage, flyers, or promotion assistance
- [ ] If you want to invite NSS faculty, lectures, and or staff, email your event flyer to **nssevents@calstatela.edu** to be sent out to them
- [ ] Do you need the Dean or Designee to speak at the event? Please contact Yolanda Galvan, **ygalvan@cslanet.calstatela.edu**
- [ ] Please email **nssevents@calstatela.edu** if you need Tech support, department banner, department tablecloth, speakers, a microphone, step and repeat, tables up to 4, canopies up to 6, OWL or laptop for your event.
- [ ] Please consider adding an RSVP to the event flyer or website
- [ ] Honoraria (Is your speaker being paid? If so, how much?) (Budget _____)
  -Please contact NSS Fiscal, **nssfiscal@calstatela.edu** at least 20 days prior to the event to initiate payment processing for honoraria and guest speakers.
- [ ] Will any other departments or areas or units be co-sponaoring the event with you? Clarify with them what is needed. Please acknowledge any co-sponsorships in event promozionale materials.
- [ ] Do you need the Cal State LA President to attend or speak at the event ? Please email **nssevents@calstatela.edu** for Attendance Request form, and submit to President Office 1 month in advance
- [ ] Please consider inviting the Provost to speak at the event. Please email nssevents@calstatela.edu for request forms and information.

  Please submit the following to Shirley Davis, **sdavis3@cslanet.calstatela.edu**, three weeks before your event.

  -Hospitality form
  -BEO from catering
  -Event invitation or Agenda
  -Guest list or invitation list "Make sure the Guest list matches the guest number on BEO."

Webform:

- [ ] Did you fill out **NSS Event Webform** or notify NSS so it can be listed on the NSS calendar?