

Event Contract

Event Title: _____ **Event Date:** _____ **Organization:** _____

This contract is designed to help student organizations plan and implement events from start to finish. It is meant to be a guide, so some items may be “not applicable” for your particular event. Additionally, there are spaces available under “Miscellaneous” for any special needs your event might require.

Facilities/IT

Task	Who?	By When?	Completed?	Notes
Submit a LEAF form for room request.				*must be submitted 2 weeks prior to event.
Reserve a non-Law School room				
Determine IT needs and include in room request				
Determine facilities needs (extra tables, chairs, garbage cans, etc) and include in request				
Get parking passes				
Submit Excessive Noise Permit				*usually needed for Aldrich Park
Order extra signage				

BUDGET

Task	Who?	By When?	Completed?	Notes
Determine funding needed				
LEAF form submitted for SBA funding				*must be submitted 2 weeks prior to event.
Non-SBA funding				
Fundraising efforts				
Submit paperwork for reimbursement				
Submit invoices to have checks cut				

ADMINISTRATIVE

Task	Who?	By When?	Completed?	Notes
Create name tags				
Print name tags				
Stuff name badges with nametags				
Print a roster or sign-in sheet				
Design hand-outs, programs, etc				
Print hand-outs, programs, etc				
Follow up with IT after event for any recordings				
Send Thank-You Notes				
Gather volunteers				
RSVP/Registration plan				
Order any decoration/center peieces				

FOOD

Task	Who?	By When?	Completed?	Notes
Call ahead to order food				
Go shopping for food/supplies				
Food Permit (when needed)				
Alcohol Permit (when needed)				

PUBLICITY

Task	Who?	By When?	Completed?	Notes
Create flyer				
Submit flyer for approval				
Distribution of flyers				
Talk to Communications Department				*for large events only
Facebook announcement				
e-mail to list serves				
Invitations				

SPEAKERS

Task	Who?	By When?	Completed?	Notes
Invite speakers to come to UCI Law				
Have speaker contact info ready if needed				
Talk to Mary Germain if speaker is a grad				
Plan speaker travel (hotel, car, plane, parking, etc)				
Escort/Contact person for speaker				
Water for speakers				

DAY OF EVENT

Task	Who?	By When?	Completed?	Notes
Arrive early and set up for event				
Prepare check-in table				
Print RSVP/Attendee Roster				
Clean-Up				

MISCELLANEOUS

Task	Who?	By When?	Completed?	Notes

Name Signature

Name Signature

Name Signature

Name Signature

Name Signature

Name Signature