## **RSO Event Planning Checklist**

There are many things that event planners must take into account for an event to be successful. While planning an event, here are some things that you should always consider:

- Can you clearly articulate the mission or goal of the event to someone who isn't familiar with your RSO?
- Does everyone in the RSO have a clearly defined role?
- Was the role selection process fair and transparent?
- Have you reserved a venue and paid a deposit (if necessary)? Have you identified a back-up venue?
- Have you established a detailed, well-researched event budget?
- Is the budget reasonable for your RSO?
- Have you created and distributed marketing materials for the event?
- Are your marketing efforts reaching the greater student community (outside of your friend / acquaintance circle)?
- Is there a plan for how supplies will be acquired, stored, and ultimately used?
- Have you identified participants' special needs (i.e. dietary restrictions)?
- Are the event's activities and venue accessible?
- Have accommodations been made for those with special needs?



Involve@State

For more information visit the RSO Handbook (<u>https://studentlife.msu.edu/rso-s/student-organization-handbook.html</u>). Please email Student Life at <u>Involve@msu.edu</u>, or the RSO Consultants at <u>rsoconsultant.mgr@asmsu.msu.edu</u> and <u>rsoconsultant@asmsu.msu.edu</u> if you have any questions.

