

**Ventura College – Office of Student Activities**

**Event Planning Checklist**

When you have an idea of what date you would like to have your event, establish an outline that will allow you to meet any necessary deadlines. Below are the key steps that are required for planning an event on campus.

6 weeks out & beyond:

* + Brainstorm – Meet with other students & staff to talk about ideas for your events. This will help you to get feedback about your own ideas as well as add input from others to make your event better.
	+ Campus Approval – Some larger events (especially those that have not been done before) may require approval from the College. It is important that you get this approval prior to advertising the event or spending any money. The following entities may need to be consulted for their approval:
		- Ventura College Administration
		- VCCCD District Purchasing Office
		- Ventura College Student Business Office
		- Ventura College Campus Police
		- Ventura College Maintenance & Operations Department

Please speak with the Student Activities Specialist for guidance as to how (and if it is necessary) to seek proper Campus approval.

4 weeks out:

* + ASVC funding approval – In order to receive funding from ASVC, you will need to contact the ASVC President to get on the agenda at a Tuesday meeting by the Thursday prior to that meeting. Then present the details of your event as well as the costs to the ASVC Board. After that meeting, your proposal will be referred to the ASVC Finance & Budget Committee to determine if it is fiscally responsible for ASVC to contribute. At the following Tuesday meeting the F&B Committee will make its recommendation and the ASVC Board will vote on the approval of the funding.
	+ Publicity – Create flyers that you can post on the kiosks around campus. You will need to have all original flyers approved by the Student Activities Office prior to posting. You should also draft an email that you can send to students in other clubs & organizations in order to get the word out about your event. Social media (Facebook, Twitter, etc.) can be extremely helpful in getting information about your event out to a large number of students.

2 weeks out:

* + Requisitions – The District says that it can take up to two weeks to process the spending of money from College accounts
	+ Facility Reservations – This is the minimum amount of time you will want to allow to reserve rooms & outdoor space on campus, although if you know the space you want to use you should definitely reserve it sooner. Facility reservations are first come, first serve. (Some facility usage may require additional Campus Police or Custodial charges. This should be determined when seeking Campus approval.)
	+ Travel Forms – If you are planning travel, you (and your advisor) should have the appropriate travel forms ready to turn in to the Student Activities Specialist so that it can be approved by Administration.
	+ Publicity – At this point, you should really be hitting your final push. Be sure to utilize the campus kiosks, email, and social media.

If you have any questions about planning your event, please contact the Student Activities Specialist, Rick Trevino, at (805) 654-6487 or by email, rtrevino@vcccd.edu.