AIMS STUDENT CLUBS AND ORGANIZATIONS
PROGRAM PLANNING RESOURCE GUIDE

PROGRAM TITLE: _____

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PURPOSE OF EVENT: _____

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EVENT CHAIR: _____

EVENT COMMITTEE: _____

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AT LEAST 2 WEEKS BEFORE THE EVENT:

- ❑ Submit Official Function Form for event approval
- ❑ Submit Activity Event Request Form
- ❑ Submit Meeting Minutes
- ❑ Submit Procurement Card Checkout Sheet
- ❑ Other Forms: _____
- ❑ Other Forms: _____
- ❑ Other Forms: _____
- ❑ Reserve space for event
- ❑ Submit work order for tables and chairs
- ❑ Buy prizes/decorations/etc.
- ❑ Graphics Request Form to SLD Media Specialist - 2 weeks in advance of needing to post
- ❑ Recruit volunteers
- ❑ Submit blurbs for Aims Daily, Weekly, TP, and Facebook
- ❑ Post posters around campus
- ❑ Advertise with sidewalk chalk, dry erase campaigns, flyers, business cards, candy, balloons, word of mouth, etc.

DAY OF EVENT:

- ❑ Set up event location
- ❑ Pick up food
- ❑ Coordinate volunteers

AFTER THE EVENT:

- ❑ Clean up facility and return borrowed items
- ❑ Thank-you notes
- ❑ Evaluations

NOTES & IDEAS:

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get involved
Aims Student Clubs & Organizations

Aims COMMUNITY COLLEGE
STUDENT LEADERSHIP & DEVELOPMENT