

Activity Timeline

Students and sponsors should work closely on planning and implementing activities on campus. Items marked with an asterisk (*) must be completed by the activity sponsor.

Review Planning Activities and Marketing Activities from the Student Activities Handbook for details.

6+ Weeks Out – Get Approval

- Read the Student Activities section of the Student Activities Handbook
- Coordinate an activity sponsor (must be an EFSC employee)
- Prepare a **Student Activities Request** with supporting documentation
- Submit documentation to the Student Life Coordinator and present at next SGA meeting
- Wait for official approval (Student Life Coordinator will email activity sponsor)

4+ Weeks Out – Get Planning

- Make room reservation(s) *
- Place work order(s) for tables, chairs, trash cans, etc. *
- Place IT Request(s) for music, computers, microphones, etc. *
- Submit Independent Contracts or Purchase Requisitions for services or catering (if applicable) *
- Make purchases and track in Event Budget *
- Submit event contest and promotions *
- Email marketing information to Communications & copy the Student Life Coordinator *

2+ Weeks Out – Get Noticed

- Get flyers stamped and post them on campus in approved areas
- Make any remaining purchases *

Day-Of

- Get there early to set up
- Place tables, chairs and equipment as planned
- Decorate as necessary

Post-Event

- Return the room and borrowed items in the state they were received or better
- Take down all event marketing on campus
- Submit Post Event Report and Event Budget to the Student Life Coordinator
- Present results at SGA meeting

Questions? Contact the Office of Student Life on your campus!

Activity Checklist

These are common items needed for most events or activities. Make sure to keep them in mind when making purchases for your event!

Miscellaneous

- Event instructions (how to sign in, earn food, complete activities, etc.)
- Music / Microphone / Projector
- Camera
- Giveaways or prizes
- Sign-in sheet with pens / Event tickets with submission jar / Stamp cards with stamps
- Trash cans

Tables

- Floorplan
- Tablecloths
- Frames / Flyer displays
- Paper content

Food

- Tablecloths
- Gloves
- Serve ware (platters, bowls, tongs)
- Food labels (list allergies)
- Plates
- Napkins
- Utensils (forks, knives, spoons)
- Cups
- Beverages (dispensers / cooler with ice)

Outdoors

- Tents
- Tablecloth clips / Paperweights
- Tape

Questions? Contact the Office of Student Life on your campus!