

COMPLEX EVENT CHECKLIST – OUTDOOR RECREATION EVENT

Event Name:

Date of Event:

SSI Organization Account:

- Walk me through your idea of the event.
- What is the budget of the event?
- Who is your target audience?
- Will non-WCU members be in attendance?
- What is your estimated attendance?
- What is the length of the event?
- Do you have a rain date?
- What is your route? Can we have a copy of it?
- Have you applied for a permit if you are planning on going through the borough?
- Can we talk more about Campus Safety's presence?
- Will you have water stations/water available?
- How are you checking people into the event?
- How are you selling tickets if you are charging for the event?
- Are you aware of the SSI fundraising policy?
- How will you be collecting money? Cash, Venmo, ticket sales, etc.
- When will you be depositing the money into your SSI account?

- Who are the funds benefitting?
- Do you have a list of volunteers for the event? Send them by a specific date.
- Will you have students signing waivers for the event?
- Do you need a speaker or mics for the event?
- Will you be having outdoor amplified sound? Go over policy.
- Will you be contracting any vendors for the event?
- Do you have a run of show for the event?
- What are your maintenance/facilities/grounds needs?
- Do you have markers/directional signs for the route?
- Will you be having food at your event?
- Would you like to schedule a follow-up meeting as we get closer to the event?
- Are there any accessibility issues to be aware of at your event?