

Event Sponsor Assessment & Planning Worksheet

General Information and Directions

The key to a successful event is good pre-planning. The Event Sponsor Assessment & Planning Worksheet provides you with a series of questions to consider prior to an event. This worksheet is a good tool for students and college employees to use when thinking about the event in order to determine the level of security and resources needed for a successful event.

We recommend that you involve the critical people in your organization in the planning process and include a Student Activities Advisor, a member of Residential and Dining Services or the Dean of Student and Academic Support Services, Police Services and (proposed) Performance Venue Manager). That way, all of these constituents are onboard and fully understand the event and the plans that are necessary to have in place. Please keep in mind that all events and activities should be consistent with college policies and procedures, as well as the mission/purpose of your organizations or department. No contractual agreement can be entered until the worksheet is reviewed and assessed for risk.

Answer the questions below and submit your form to your Student activities advisors for review. College departments submit to the Performance Venue Managers. Alcohol is not permitted at any college related student event or college concert, large event or lecture.

Name of your organization _____

Name of person(s) coordinating event _____

Name of the performer/lecture _____

Proposed date(s) of the events _____

Proposed venue location _____

SA Advisors/Venue Manager _____

General	Yes	No	Notes
Expected number of guests: 50+?			
Outdoor event? If so, where?			
Open to the public?			
Open to all Evergreen students? If not, open to which groups?			
Is the event location reserved and confirmed? If yes, who confirmed?			
Occupancy load of event facility?			
What time will the event end?			
Will minors be allowed at this event? If not, what provisions will be made to ensure that they are NOT present?			

Please describe the event and the history of the individual performing/group or performance

Safety	Yes	No	Notes
Will food be served? If yes, have Evergreen food event procedures been reviewed?			
Is drinking water required? If yes, have arrangements been made?			
Are portable restrooms required?			
Are hand-washing facilities needed?			
Will trash be generated?			

If yes, have arrangements been made?			
Will there be amplified sound or noise generated? If yes, have local noise ordinances been checked?			
What are your provisions for security? Have the proper authorities been notified?			
Will EMTs be needed? If yes, have arrangements been made to provide this service?			
Will parking services be needed? If yes, have arrangements been made?			
Will fire or pyrotechnics be part of your event? If yes, have arrangements been made with McLane Fire and Life Safety			
Will the event require additional electrical service? If yes, have arrangements been made? ADA Accommodations Plan considered			

Describe the staffing for the Event:

Financial	Yes	No	Notes
Will ticket sales be conducted? If yes, where? How much will they cost? Have cash handling procedures been followed?			
Is this event a raffle? If yes, who does the raffle benefit?			
Does this event involve the sale or distribution of items? If yes, have cash handling procedures been followed?			
Total estimated cost of your event?			
Have you reviewed your budget and purchasing guidelines?			

Other Considerations	Yes	No	Notes
Does the event require services from a non-college entity? Only Student Activities Administration or the appropriate college entity can contract on behalf of The Evergreen State College and be named on the contract. Students cannot contract on behalf of TESC.			

Notes
<p>How do you plan to advertise for your event?</p> <p>Print?</p> <p>Electronic?</p> <p>Press Release?</p> <p>Please describe.</p>