



Manor College

Student Activities Planning Checklist

This checklist should be used as a guide to ensure your events are coordinated successfully.

Event Name: _____

Event Date: _____ Event Time: _____

Sponsoring Organization: _____

Event Description: _____

TIMEFRAME	TASK	CONTACT	NOTES
Before anything else!	Check Manor College calendar to check for conflicts.	http://manor.edu/student-life/cal.php	
4 Weeks prior to event or as early as possible	Request use of space (classrooms, conference rooms, cafeteria, etc.)	Classrooms: https://sites.google.com/a/manor.edu/academicaffairs/home Gym/Auditorium: Rob Reeves reeves@manor.edu Student Lounge-Res Hall: Resident Coordinator, reslife@manor.edu Cafeteria/Student Lounge (Acad Building) Allison Mootz, amootz@manor.edu Outside Open Spaces: Allison Mootz, amootz@manor.edu Volleyball Courts - reslife@manor.edu Conference Rooms: Pres Board Room – TBD Admissions Conference Room – admissions@manor.edu Faculty Conference Room (faculty only)-Maria Zin, mzin@manor.edu	
4 Weeks prior to event	Inform Security of event/visitors	security@manor.edu	
4 Weeks prior to event	Submit Facilities Request to Maintenance	workorder@manor.edu	
4 Weeks prior to event	Submit IT requests to IT Department	helpdesk@manor.edu	
2-4 Weeks prior to event	Request event to be added to Manor College Calendar	To have your non-academic event added to the master Manor College calendar (viewable on manor.edu and on the Manor College Events app), please send event details to the Director of Student Engagement, Allison Mootz, at amootz@manor.edu . To have your academic event added to the calendar, please contact Paul VanRijn at pvanrijn@manor.edu . Adding events to the calendar will ensure inclusion in This Week at Manor.	
2 Weeks prior to event	Advertise & Memorialize Event	Marketing can help advertise and memorialize your event. Please contact Kelly Peiffer at kpeiffer@manor.edu at least one week in advance to request a member of the marketing team to take photos at your event. Additionally, if you would like your event advertised via the Manor College social media channels and TV's around campus, please send all pertinent information regarding the event to Kelly Peiffer at least three to five days prior to the event.	
1 Week prior to event	Confirm volunteers		
Day of event	Arrive <i>at least</i> one hour before event to set up (depending on event type)		
Day of event	Meet and Greet Vendor/Artist		
Day of event	Cleanup & put items back in storage.		
After event	Remove flyers		

When Event Checklist Is Completed Please Turn Into Your Club Advisor



Manor College
Student Activities Program Evaluation
(Please type or print clearly)

PROGRAM TITLE:

PROGRAM EVALUATION:

NUMBER OF ATTENDANTS: _____

Was the program:

SUCCESSFUL _____ **OK** _____ **UNSUCCESSFUL** _____ **and**

WHY or WHY NOT? _____

WHAT could have changed about the program? _____

On a scale from 1-10, how successful do you think the program was? _____

_____ **Date:** _____

Officer/s In Charge

(2) _____ **Date:** _____

(3) _____ **Date:** _____

_____ **Date:** _____

Club Advisor/Director of Student Engagement