



Oxnard College
Student Activities Office



WHEN PLANNING AN EVENT

1. SELECT BEST DATE AND TIME OF DAY

- a. Don't schedule on a long holiday weekend.
- b. Don't conflict with another major event.
- c. Don't schedule during finals and vacation periods.
- d. If outdoors, what can you expect from the weather?

2. SELECT THE FACILITY

- a. If inside, the room will have to be cleared. See the Master Calendar and complete a Facilities Request Form, available in the Student Activities Office.
- b. If outside, with amplification, time is restricted to the noon hour. Make sure you complete a Facilities Request Form two weeks in advance.

3. SECURE REQUIRED APPROVALS

- a. Organization's Advisors
- b. Inter-Organizational Council (IOC)
- c. Student Activities Specialist

4. GET ALL THE PAPERWORK DONE

- a. Contracts and agreements signed
- b. Facilities request
- c. Audio Visual request
- d. Maintenance request
- e. Transportation request (if you wish to use a district vehicle)
- f. Check request

5. GET CONTRACTS SIGNED (if necessary)

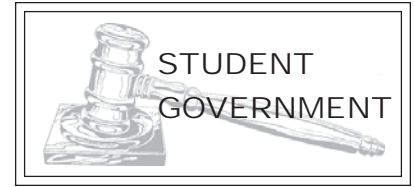
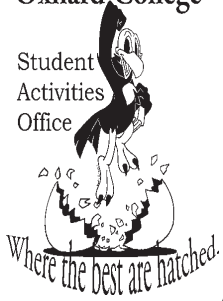
- a. Get Independent Contractor Agreement Form from Vice President of Administrative Services.
- b. Any contract involving payment must be co-signed by the club advisor and the organization.
- c. This presumes that the expenditure of money has ALREADY BEEN APPROVED by the ASGS BOARD or your club officers.

6. GET PUBLICITY OUT

- a. When date, time, place and contracts are confirmed, get publicity out right away. Check with Publications — you need to submit work two work weeks in advance or earlier depending on Publication's work schedule.
- b. Prepare news releases, especially for the Campus Observer, Spectrum, and O.C.T.V.
- c. Prepare copy for flyers, tickets, programs and other printed materials. Be sure copy is submitted in time to meet the printer's deadline (at least 3 weeks prior to event).

7. NOTIFY ANY AND ALL PERSONNEL ON CAMPUS WHO MAY NEED TO BE INFORMED

- a. The maintenance staff (if you need anything set up, taken down, brought in).
- b. The audio visual people (if you need microphones, sound system, projector, or other AV equipment).
- c. Campus security (if you anticipate parking problems, crowd control problems, any disturbances).
- d. Business Office (if you will need to pay any performers, pick up a cash box or change).



ACTIVITIES PLANNING CHECK LIST

APPROVAL PROCESS

- Advisor
- IOC
- Student Activities Specialist

FACILITIES

- Turn in Facilities Request Form
- Call for Room Reservation
- (OE-11 and Cafeteria through ..., Business Division Director)
- (Classrooms through Linda Porter, Student Learning Office)

AUDIO VISUAL EQUIPMENT

- Microphone
- Amplification system
- Lectern
- Slide projector/screen
- Film projector/screen
- Extension cord
- Other

OTHER EQUIPMENT

- Tables/chairs (Maintenance & Operations)
- Cash box/change (Student Business Office)
- Receipt forms/pencils
- Barbecue or crock pot

FOOD & SUPPLIES

- Sodas, milk, lemonade
- Hamburgers & hot dogs/buns
- Knives, forks, spoons
- Paper plates, napkins
- Charcoal, lighter fluid
- Mustard, relish, catsup, pickles
- Paper bags, trash bags, plastic gloves
- Potato chips
- Barbecue/utensils
- Cafeteria Manager notified of food sales schedules (courtesy)
- Decorations
- Scissors
- Tape/stapler/staples

Name of person in charge of each activity.

COMMITTEE MEMBERS LIST

1. Name _____
Phone _____
2. Name _____
Phone _____
3. Name _____
Phone _____
4. Name _____
Phone _____
5. Name _____
Phone _____
6. Name _____
Phone _____
7. Name _____
Phone _____
8. Name _____
Phone _____
9. Name _____
Phone _____
10. Name _____
Phone _____
- OTHER _____

