

EVENT PLANNING CHECKLIST

PLAN EVENT LOGISTICS

1

- Email studentengagement@aacc.edu to request an event space. Please include room setup and if any special equipment is needed.
- Request an event on the Nest with all logistics. (date/time/location/etc.). Do not begin advertising until it is approved on the Nest.
- **Remember all event requests must be made at least 30 days in advance or the event may be delayed/denied.**
- **If purchases are being made, a purchase request should be entered the same time as the event submission for it to be approved. If no purchases are necessary for the event, please include that in the event submission.**

SUBMITTING PURCHASE REQUESTS

2

- Found on the Nest on your club page under 'finance.'
- Should be submitted by prez/treasurer and approved by advisor.
- Include all necessary documents in request depending on event (Guest Speaker Agreement for any contracted services, Hawk's Nest Invoice or food waiver if using outside food, travel agreements if event is off campus, etc.).
- Include all details of event (who/what/when/where/why).
- Include document with links to all items wishing to be ordered (giveaways, prizes, decorations, etc.) or sites for payments.
- **Remember all purchase requests must be made at least 30 days in advance or the event may be delayed/denied.**

ORDERING FOOD FOR EVENTS

3

- Students should work with advisors to submit requests to catering through www.aadine.com.
- If clubs want food for events from off campus, a food waiver is required and must be approved by Richard in Dining Services by emailing DiningServices@aacc.edu. The waiver is at www.aadine.com.
- Remember to attach the approved waiver or Hawk's Nest invoice to the purchase request. You may ask for an account number to give to the Hawk's Nest once the purchase request is approved.

MARKETING YOUR EVENT

4

- Clubs are encouraged to utilize OSE's graphic designer for marketing needs. Requests are submitted on the Nest home page. Please submit requests at least 2 weeks before you wish to begin advertising. A Graphic Request Form should not be submitted for flyers or to advertise on social media until the club's Event Submission is approved in The Nest.
- If you design your own graphics, they must be submitted to the OSE graphic designer for approval. Follow brand standards.
- Once approved you can send them to copy_services@aacc.edu to be printed.

CONSIDER ACCESSIBILITY OF YOUR EVENT

5

- Consider ease of accessibility when choosing an event space (Ex: is there a ramp? Is it difficult to get to?).
- Can the event be made hybrid to include people virtually? Please include virtual links in your Nest event request.

OFF CAMPUS EVENT CONSIDERATIONS

6

- Vehicle request forms are needed to reserve a campus bus. Send completed forms to Joni L. Lundfelt, Fleet Manager, jlundfelt@aacc.edu. They can be found on the intranet by advisors or by searching on the AACC website. Attach the completed Vehicle Request Form to your purchase request for approval.
- Students should complete the Student Travel Agreement by logging into The Nest and going to <https://nest.aacc.edu/forms>. Students under 18 years must have a parent and/or guardian sign the physical form and attach it to the purchase request.
- Staff are not allowed to drive students to events off campus.