



ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

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www.foothill.fhda.edu/services/affairs/asfc.html

Phone: (650) 949-7281

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Event Planning Checklist

Event Title:

Today's Date: _____

Organization's Name: _____

Date & Day of Event: _____

Location: _____

Start & End Time: _____

Set up & Clean up Times: _____

Event's Purpose: _____

Sponsors/Co-Sponsors needs, wants & agreement:

Location: _____

Venue Booked: Yes No

1. Office Secretary Signature : _____

Account Name and Number: _____

Total Budget: _____

2. Accountant Signature: _____

Student Name and Organization Name: _____

Contact Info.: _____

3. Student Leader Signature: _____

Advisor present the entire event time: _____

Name & Contact Info.: _____

4. Advisor Signature: _____

Logistics

Layout/Design/Table set up:

Coordinator:

Contact Info.:

Chairs Needed ☐ Tables Needed ☐

Special requests (canopy, stage, podium, etc.):

A/V request (projector, screen, P.A. system, cables, extension cords, etc.):

Custodians (2 weeks notice & over time required), \$1,000 average

Police (minimum 2 required on overtime, \$500 average

Activities Board or Outside Vendors:

Marketing

Coordinator:

Start Date:

Contact Info.:

End Date (Date of Event):

****ASFC Design Center e³ Smart Shop (To use an outside vendor we require an Independent Contractor Packet from Kamara Tramble e³ Advisor - Volunteers not to sign)****

Type of Advertising:	Yes	No	Start Date	End Date
Flyers/ Posters				
Website/ Facebook				
Flat Screens				
Classroom Announcements				
Event Arrows				
Banners				
Display Cases				
Black Stands				
Door Signs				
White Boards				
Special Requests (description):				

Food and Refreshments

Coordinator:

Vendor:

Menu:

Contact Info:

Required Health Permit: Yes No

Required Business License: Yes No

****Reminder- no food cooked from home****

Anticipated Attendance:

Supplies/Food (Napkins, Utensils, Plates, water, etc.)

Needed:

Available:

Entertainment

Coordinator:

Entertainment:

Master of Ceremony:

Contact Info:

DJ, Band, Singer, Dance Group, Guest Speaker
(Bio, Contact Info, and Reference List Required):

To use an outside vendor such as a caterer, entertainer or guest speaker, we require an Independent Contractor Packet from Accountant or Advisor - Volunteers cannot oversee. 4 weeks minimum and 3 months if it costs over \$1,000.

Decorations

**Coordinator
Name:**

Theme (Table cloths, balloons, etc.):

Contact Info :

Needed Items:

Volunteers:		
Name & Available Times	Phone No. / Email	Club/Organization