

CWS EVENT CHECKLIST GUIDELINE

Before tackling this to-do list, your organization needs to finalize your event budget and the amount of money you plan to spend in each of these categories.

VENUE

- Investigate and visit various venue options
 - To see classroom layouts: <http://ams.wsu.edu/ClassroomTech/ClassroomSpecs.aspx>
- Book venue through WSU scheduling system or off-campus location
- Pay any necessary fees (use CUB fee waiver form if applicable)
- Meet with Neil Manning (nmanning@wsu.edu, 335-3578) to confirm layout and tech needs
- Rent additional tech equipment from AMS (335-4535)
- Prepare and/or buy decorations as needed

SPEAKER

- Investigate available speakers
- Contact speaker's agent about availability and speaking fee
- Negotiate about cost of travel and accommodations (try to have these included in their fee)
- Determine who will provide transportation for speaker during their stay in Pullman
- Create itinerary for speaker (include all speaking engagements, meals, flights, and emergency contact information)
- Email itinerary to speaker as soon as possible before event
- Complete reimbursement forms for travel if needed
- If no speaker's fee, talk with CWS Advisor about appropriate honorarium, and complete paperwork for this as needed
- If speaker doing a book signing, contact Liubov Baugh at Bookie (332-2537 Ext. #127)
- Review speaker's contract before event to ensure that all needs are met

ADVERTISING

- Create event on CougSync calendar
- List on Women's Resource Center calendar
- Contact Image Shop for advertising design help (minimum four weeks in advance)
- Work with University Publishing for more design/advertising options
- Complete CWS standard advertising
 - Postings in the CUB (posters, flush flashes, and digital signage), postings in the Residence Halls, and tabling for three days before the event with flyers
 - Invite CWS sister organizations to the event
- Complete other advertising as desired

FOOD

- Contact Amy Gibson with WSU Catering (agibson@wsu.edu, 335-3570) if catering in the CUB is needed, or if you want to use WSU Catering
- Finalize menu (if meal, cost should be within WSU per diem)
- Purchase tableware and utensils as needed
- Formally invite guests to luncheon/dinner
 - o One representative from each supporter organization should attend

GIFTS

- Compile standard CWS welcome basket for keynote speaker
 - o Ferdinand's = wedge of Cougar Gold (\$10)
 - o Bookie = 2 cougar chocolate bars, 1 cougar red hot chocolate, 1-2 nice bottled water, 2 granola/Power/Clif bars, 1 almond snack pack, 1 small bag of pretzels (\$25)
 - o Walmart = gift bag, crackers for Cougar Gold (\$5)
 - o WRC = WRC/CWS gear and giveaways, thank-you card
 - o Printed itinerary should also be included
- Purchase thank-you gift for keynote speaker
 - o Purchase plaques at Precision Engraving in Moscow

MISCELLANEOUS

- Contact WSU Photo Services (335-4745) about taking photos at event
- Formally invite CWS chair and WRC employees
- Complete and print event programs
 - o All financial supporters need to be thanked
 - o Organization members to do an event welcome, introduce the speaker, and a thank-you at the end of the event
- Print nametags or name tents as needed
- Create sign-in sheet
- Decide who will check-in guests and distribute nametags
- Compile list of volunteers and their contact information
 - o Send reminders the day of the event via texts, email, etc.
- Purchase door prizes if needed