

**Student
Leadership &
Engagement**

Club Event Planning Checklist

Event Registration:

- Create event on NYU Engage (3+ weeks before)
- Identify potential rooms
- Identify dates/time options
- Register your non-NYU guests
- Use your Check-In code to track attendance

Marketing:

- Advertising request (2 weeks) posters, OSL&E social media, digital boards
- Design request (2 weeks)
- Printing request (1 week)
- Get approved by Wednesday to be in the next week's *Tandon Times*

Finance:

- Create budget for the event
- Decide on supplemental funding
- Make i-Buy NYU purchases (2 weeks before)
- Reimbursements (2 weeks after)
- Club PCard (3 days after)
- OSL&E PCard (3 days after)

Services:

- Custodial services (CBS)
- Media services
- Campus Safety
- Catering (Plated or external vendor)
- Additional external vendors