



STUDENT LIFE & LEADERSHIP

Event Planning Support Form

Event Name:	
Event Owners/Planners:	
Event Date:	
Event Setup Time:	
Event Start Time:	
Event End Time:	
Event Cleanup Time:	

Event Purpose/Goal

Event Description

Event Location (Where will your event be held?)

- | | |
|--|--|
| <input type="checkbox"/> Student Union Lower Level (City Cafe) | <input type="checkbox"/> Ram Plaza |
| <input type="checkbox"/> Student Union Upper Level (Lounge) | <input type="checkbox"/> Amphitheatre |
| <input type="checkbox"/> Student Union Conference Room 208 | <input type="checkbox"/> Other Location: _____ |

Event Resources & Quantities (What supplies would you like to use and how many?)

	8 Foot Tables (18 max)
	Chairs – Foldable (36 max)
	Projector (1 max)
	PA System – 2 Speakers, 1 Mixer (1 max)
	Microphones Cordless (2 max)
	Big Jenga Set (1 max)
	Extension Cord (3 max)

	Tablecloths - RED (15 max)
	Sandwich Boards (8 max)
	Projector Screen (1 max)
	Microphones w/ Cord (2 max)
	Microphone Stands (2 max)
	Cornhole Set (1 max)

Additional Things to Consider (Documents and items that would be helpful for your event.)

	Run of Show (Detailed schedule for the event day.)
	Event Site Map (Showing placement of tables, chairs, supplies, etc.)
	Marketing Assets Created <ul style="list-style-type: none"> - Digital Posts for Social Media - 8.5 x 11inch Flyers for Boards - 24 x 36inch Posters - 4 x 6in Postcards
	Event Accessibility (How accessible is your event to those who may need various accommodations?) <ul style="list-style-type: none"> - Physical access to the event - Support visually impaired - Support for hard of hearing

	Roles and Responsibilities of Support Team & Phone Numbers
	List of Contacts (Who to contact if questions come up.)
	Event Photographer and Videographer Assignments (Who will take photos and videos to post on social media afterward?)
	Food & Drinks <ul style="list-style-type: none"> - Ordering food and from where? - How will food/drinks be safely distributed to last the whole event time? - What will be done with extras?

Student Life & Leadership Contact Information

Hing D. Potter (he/him)

Assistant Director of Student Life & Leadership

Email: hpotter@ccsf.edu

Contact Advisor Potter for questions about:

- Student Leadership & Involvement
- Associated Student Councils & Elections
- Student Clubs and Organizations
- Event Planning Support

Gudu Kere (he/him)

Junior Management Assistant

Email: gkere@ccsf.edu | Office Phone: 415.239.3212

Contact Advisor Kere for questions about:

- Associated Student Council Finance Administration
- Student Employment through Student Life & Leadership or Associated Student Council
- Forms for Events, Fundraising, Services and Performer Contracts
- Associate Student Book Voucher Program