

CLUB EVENT PLANNING

TO-DO LIST

- Get advisor's approval
- Submit Event Approval Request to studentengagement@messiah.edu (5 weeks in advance)
- If your event is a dance, film, fundraiser, outside vendor, or outside speaker, fill out the Club Special Events Form (5 weeks in advance)
- Reserve the space in EMS (4 weeks in advance)
- If your event will have food, fill out a Catering Request (4 Weeks in Advance) or fill out a Catering Waiver Form
- Add your event to the Student Club Calendar
- Submit Mass Email Request (3 full business days in advance)
- Have an AMAZING event

**ALL FORMS CAN
BE FOUND HERE:**

