

## COMPLEX EVENT CHECKLIST – BANQUET

**Event Name:**

**Date of Event:**

**SSI Organization Account:**

- Walk me through the idea of your event.
- What is the budget for the event?
- Will this event be on or off-campus?
- How will you be getting to the event if off-campus?
- Do you have any contracts for the event?
- Let's talk more about what needs to be in the venue contract: cash bar and checking IDs, food options as well as how often the food will be re-filled, if there are non-alcoholic drinks included. How much is the contract for?
- If on campus, can we talk more about New Street Catering order or waiver?
- If on campus, what are your maintenance/facilities/grounds needs?
- Will you be having a DJ? Do they have a contract?
- Are you aware of the SSI fundraising policy if this is raising money toward a benefitting agency?
- How will you be collecting money for tickets to the event? Cash, Venmo, ticket sales, etc.
- How will you be checking people into the event?
- Are there any accessibility issues to be aware of at your event?