

Minnesota North College – Hibbing Campus
Student Organization
Event Planning Checklist

What do you want to accomplish? _____

Event Name: _____

Date: _____ Start Time: _____ End Time: _____

Event Location: _____

- Do you need to fill out an Application for Use of Facilities to reserve the space?
 - Space on Campus should be reserved in advance
 - Submit this form to Carrie Pearson carrie.pearson@minnesotanorth.edu
- Does the Business Office need create a Contract for Facility Rental prior to the event?
 - Contracts for Facility Rentals are required when renting a space outside the college.
 - Contracts for Facility Rentals need to be created in Marketplace
 - Minnesota North College cannot sign an External Facility's Contract – the Facility Representative needs to sign our contract
 - Contact a Business Office representative to start the process for creating a Contract
- Do you need to contact the Planetarium to reserve the Paulucci Space Theater?
 - Contact pst@minnesotanorth.edu to set up your reservation
- Does the location require the presence of a College Employee (i.e. your Club Advisor)?

Anticipated Expenses & Costs: _____

Total Budget for the Event: _____

- Do you need to fill out a Special Expense Form to purchase Food?
 - All food purchases require this
 - Submit this form to Campus Lead to sign. Campus Lead will forward to VP of Finance to sign
- Do you need to fill out a Request for Culinary Services Form to purchase Food from the Culinary Arts Program?
 - Submit this form to Culinary Arts with a signed copy of the Special Expense Form for Food at least two weeks prior to your event

- Are you prepared to provide the Business Office with a List of Students who will receive Food?
- *If the event is open to all students, indicate this on the Special Expense Form and at Invoicing*
 - *If the event is open to a small group, provide a list of participants*
 - *Submit this list of participants via email with Invoice and Special Expense Form to ap-hibbing@minnesotanorth.edu*
- Do you need to fill out a Special Expense Form to purchase Prizes?
- *All purchases for prizes that will be given away require this*
 - *Submit this form to Campus Lead to sign. Campus Lead will forward to VP of Finance to sign*
- Are you prepared to provide the Business Office with a List of Students who will receive each specific Prize?
- *Create a list of all prizes to be given away, the students who received them, and then obtain student signatures for every prize*
 - *Submit this list of signatures via email with Invoice and Special Expense Form to ap-hibbing@minnesotanorth.edu*
- Do you have Substitute W9 Forms available for Prize Winners to sign so that you can submit those to the Business Office?
- *Substitute W-9 Forms are required for all prizes valued over \$25*
 - *Substitute W-9 Forms are required for ANY cash or cash-equivalent (e.g. Gift Card) prizes, regardless of monetary value*
 - *Submit Substitute W-9 Forms to the physical mailbox of a Business Office Representative – do not transmit them electronically*
- Does the Business Office need to create a Contract for Guest Performers prior to the event?
- *Contracts for External Vendors need to be created in Marketplace*
 - *Minnesota North College cannot sign an External Vendor's Contract – the Vendor needs to sign our contract*
 - *Contact a Business Office representative to start the process for creating a Contract*

What is your Student Organization's Cost Center? _____

- Have you encumbered funds through the Business Office for your Purchase?
- *Unless you have a Purchasing Card, no purchases can be made without encumbering funds through a Purchase Order (PO)*
 - *Contact your Club Advisor or a Business Office representative to create a Requisition and PO in Marketplace*
- Do you have a Purchasing Card or a PO Number ready for your Purchase?
- Remember to save all receipts for anything you purchase.
- If using a PO#, have you sent the Invoice to the Business Office for payment?
- *Submit the Invoice and other required forms via email to ap-hibbing@minnesotanorth.edu*
- Do you have a copy of this year's Tax-Exempt Form?
- *Annual Tax Exempt Forms can be found at https://www.minnstate.edu/system/finance/taxinformation/salestax/form_st3.html*

All purchases must be approved by the Business Office. If you do not know how to access your Student Organization's funds, please contact the Business Office to get started.

Who is handling Advertising for your Event? _____

- Have you created a flyer for the event?
- Does your flyer include the Name of the Event, the Date, the Time, the Location, and which Student Organization is responsible for the event?
- Have you had your flyer approved for posting by having it stamped at the Student Services Desk?
- Have you emailed your flyer to Student Activities at activities-hibbing@minnesotanorth.edu to be sent out campus-wide?
- Have you posted the flyer for your event on campus?

What do you need to set up for your Event? _____

- Do you need to fill out a Maintenance Work Order to request that the College be unlocked or that necessary furniture/equipment be made available in a specific space?
 - *Submit this form via email to the Facilities Supervisor and Maintenance*
 - *Additionally, tape a copy to the Maintenance Workroom Door (down by Shipping and Receiving)*
- What time are you planning to set up? (remember to set up before the event)
- Do students attending your event need to sign Liability Waivers?
 - *Liability Waivers are required when there is a risk of injury (e.g. Dodgeball, Sports, Skiing, etc.)*
- Do you have Liability Waivers available if necessary?

Who is Setting Up For/Hosting your Event? _____

- Have you assigned specific duties to club members?
- Make sure members of your club are present at the event to make it run smoothly
- Will a College Employee (like your Club's Faculty Advisor) be present at the event?
- Clean up after your event
- Don't forget to submit Invoices to the Business Office for payment if they come in after your event.**
 - *Submit the Invoice and other required forms via email to ap-hibbing@minnesotanorth.edu*

After Your Event: Discuss the event as a group. What went well? What would you do differently? How can you learn from this experience for your next event?