PLANNING A STUDENT CLUB EVENT ON CAMPUS

I'd like to do an event!

8 Weeks* → *This denotes how many weeks before the event date a step must be completed

Get an **Event Advising Appointment***

*Not required for tabling or regular meetings

Event on campus?

6 Weeks

Fill out an Event Request form on **Ad Astra**

2-6 Weeks

Post your event on **Involve**

Bringing a speaker, vendor, or act?*

*Could include non-WOU guests

8 Weeks

Contact your Event Advisor to set up Contract

ASWOU Charter Clubs Contract

General Clubs Contract

Postering?

2 Weeks

Get a Stamp at the WUC Information Desk

Do you need Audio/Visual Equipment?

Contact your Event Advisor

Serving Food?

8 Weeks

Email **Campus Dining** to ask them to cater

Order prepackaged snacks (ie. chips)?

6 Weeks

Fill out the **Catering Waiver** on Involve if you are having outside catered food

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Need information about parking or parking lot reservations?

2 Weeks

Contact **Parking Services**

Congratulations! Have a great event!

Chat with your Event Advisor to discuss how your event went!*

*Remember: If you run into any issues your Event Advisor is there to help!