

**Student Clubs and Organizations should use this checklist to ensure successful event planning.**

	Complete Student Activity Request for Funds Form (STO 0003) if you are requesting funds for your event. All required signatures must be obtained before submitting to the Campus Dean.
	Complete Student Organization Activity and Fundraiser Approval Form (STO 0002) and submit to the Campus Dean.
	Complete the Student/Club Organization Activity Worksheet (STO 0005)
	Complete the Facilities Use Request Form (ADM 0006).
	Complete a HDO Ticket (online) for set-up/tear-down assistance.
	Complete a News Notice Form (PR0002) and send to Marketing and Public Information.
	Complete a Student Club/Organization Request for Purchase Order for petty cash or cash drawer.

Advisor's Signature (when complete)

Date