

HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY

Student Organization Event Checklist

Please use this checklist as a preparation guide for hosting successful events, both on and off campus, while ensuring all protocols are followed.

Funding (How are you going to pay for the event?)

- Account Funds – monies from fundraisers, dues, or budget allocations.
- Bill – be sure to submit all bill requests on time in advance.
- Finance Requests – be sure to submit all finance requests in the proper manner with all related documentation so payments and orders are processed in a timely manner.

Catering (Will you be serving food and drink at your event?)

- Is the value of your catering under \$150?
 - If yes, then you may purchase food and submit a reimbursement.
- Is the value of your catering \$150 or more?
 - You will need to contact [Harvest Table Catering](#) to discuss your options.
- Are you requesting a food truck for your event?
 - You will need to follow the Food Truck Guide to ensure the truck is approved, scheduled and your order is processed.

External Vendors (Will you be using external companies or entertainment?)

- Be sure to use [approved preferred vendors](#).
- You must have a signed contract by the University Business Office prior to the event.
- Enter the external vendors into iVisitor through your my.highpoint.edu portal, so they will be directed appropriately from HPU Security.

Location/Venue Reservations (Have you reserved your venue?)

- On-Campus: Use [25Live](#) to reserve your venue by searching for locations and completing the facilities request form. Contact University Events for any questions.
- Off-Campus: Be sure to obtain a contract and have it approved from the University Business Office. Be aware of any required minimums or deposits.

Event Submission Form

- Submit your event and details using the online [Event Submission Form](#). Once approved, it will be posted on the events calendar.
- Organizations are required to register all events, both on-campus and off-campus.

Marketing (How will you promote your event?)

- It is best to have your event approved before marketing the event.
- Consider using the [HPU Branding Guidelines](#) when creating content.

Work Orders (Does your event require tables, chairs or a special setup?)

- Please submit your work orders for event setup and breakdown through the [Campus Enhancement portal](#).

Security/Police (Does your event require road closures or additional security?)

- Complete a [START form](#) and contact HPU Campus Police with any questions.
- Not all requests may be made possible.