



Event Hosting Checklist

** This checklist is provided to help plan your event! This **MUST** be completed and signed by GA to fulfill your contract **

Planning the event

At least 2 weeks before event:

Date

- _____ Event Hosting Worksheet and initial LN meeting
- _____ Email latenite@binghamton.edu with description, image, equipment requests, and other questions.
- _____ Reserve room at union.binghamton.edu/form.htm
- _____ Request equipment or services that LN cannot supply: Sodexo, BSSL, etc.

One week before event:

- _____ Contact GA and board member to finalize event specifics
- _____ Check LN website to ensure event specifics are correct

Running your event (individuals involved in planning should be present!!!)

Time

- _____ Show up at least 30 minutes before event, with checklist!
- _____ Contact GA before event to make sure everything is in order.

Amount

- _____ Keep track of how many people attend your event.

Initials

- _____ Cleanup! Contact GA for initials and event count.

After event

- _____ President or Treasurer meet with Program Coordinator. Do not forget receipts, checklist or pertinent account info!

Graduate Assistant Signature
