SBA Event Planning Checklist

Budget Approval Form
(Event name, description, & itemized list)

Legal Forms
(Alcohol Approval/Contract Submittal)

Ticket Sales
(If required)

Prior to SBA Budget Meeting

Three - Four Weeks Prior to Event

Food Ordering
(Bon Appetit)

Facilities Request

Space Request

Two Weeks Prior to Event

Media Tech Requests
(microphone, powerpount, sound system, etc.)

Advertise
(Flyers/TV Screen/Email/ Social Media)

Speaker Gift Requests

One Week Prior to Event

Refund Request Form

Event Success Form

Food Ordering
(Delivery, Pick Up)

After SBA Approval/ Money Spent

After Event

Week of/Day of Event

Detailed Instructions for each item can be found on the SBA Event Planning Guide