RUSU Functions & Events Checklist

General
- decide on event type
- decide event timing (day, date, start and finish times)
- check for event clashes
- organise promotion
- organise ticketing
- estimate numbers
- determine funding
- budget all income and expenditure
- make checklist of everything you will need, how to get it, who you have to contact
- book venue and performers
- book RMIT space 2 weeks before event
- hire sound person, security
- complete and send booking sheets/ event maps for suppliers, performers and guests
- order food and drinks
- book PA, trestles, marquee
- arrange access to cars and loading
- get liquor license if selling alcohol (apply at least 2 months before event)
- arrange payment/cheques
- arrange volunteers – people to pick up equipment/food etc, set up event, staff event, pack up and clean up
- prepare running sheet (chronological list of what’s happening and when) and allocate jobs as required.

Barbeques and Food
- If using gas BBQs, get gas bottle/s hot plates etc or book RMIT built in BBQs at least 2 weeks in advance
- get cooking and serving utensils/bowls
- get plastic gloves for food handling
- get food, organise menu & price signs if needed
- organise cleaning equipment
- get drip trays (for fat run off from BBQs)
- get matches to light gas BBQs
- organise fire extinguishers
- get napkins/plates/knives/forks
- get trestles to serve food on
- organise people to cook and serve food

Drinks
- buy and transport ice or order delivered ice
- organise drink cups, teaspoons etc
- ensure liquor sales are licensed
- organise RSA signage – including will not serve underage or intoxicated customers
- arrange float (change for sales) & security for drinks and float
- organise trestles/drinks service area
- organise people to serve

Performance needs
- stage/marquee
- PA & other sound production needs
- lights
- mixer (sound production operator
- power (need 3 phase?)
- food & drinks for performers
- cheques (payment)
- dressing room (called the “green room” whatever colour it is
- float for ticket sales at entry
- security
- crowd logistics
- performance running sheet info in green room, stage entry & staff areas

Promotion
- email/contact members
- posters and flyers – come see the SU about photocopying
- Contact SU Clubs and Societies to promote event via SU newsletters
- Websites