



Club ReFuel

Plan out
your event



Basic event planning steps

1. Meet with your adviser *prior to submitting space or finance requests.*
2. Be aware of University policies.
3. Submit space requests.
4. Submit finance requests (FTFs).



Plan Out Your Event

Have a cool event you would like to put on for your student group?

Not sure how to jumpstart the planning process?

These steps can you started on planning a successful event for your student group.

Step 1 – Meet with your adviser

Advisers are your main resource for reaching any goal your student group might set. Your adviser will provide you with information on University processes, team dynamics, problem solving various situations, and listen to any issues you or your group may face. Before making event logistic plans, meet with your adviser so they can walk you through any University policies or procedures that could impact your event.

Step 2 – Be aware of the University policies for student group events

It is important to be aware of any University policies that may impact your event. The list below offers some examples of the policies that may come into play for an event, but this is not an exhaustive list. Be sure to walk through all the details of an event with your adviser to be aware of any University policies that could apply to your event.

- Alcohol
- Travel
- Speakers and performers
- Outdoor events
- Large numbers of attendees
- Media
- Non-CUID guests
- Minors
- Food



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Step 3 – Submit space requests

Effectively planning ahead will ensure you have the appropriate space for your program or event. Meeting with your adviser will help to determine the appropriate space for the date and time you prefer to hold your program. Space requests can be submitted on Virtual EMS at least five days prior to your event. Any space requests that are less than five days before your event must be submitted using a paper form, obtained through University Events Management. Depending on the nature of your event, an event review with campus partners may need to occur. Talk with your adviser regarding whether or not your event requires an event review.

Step 4 – Submit finance requests (FTFs)

Finance requests (FTFs) must be submitted prior to your event and before making any purchases. Early in the planning process, it is important to share details with your adviser regarding anticipated purchases. This will help in ensuring timely payment for goods, especially in situations involving contract and agreements. Please be aware, students are unable to sign contracts and agreement on behalf of student groups. Speak with your adviser on how to process various expenses.

Work with your adviser through each step of the event planning process and make sure they have the most up-to-date information on your event.