

Cultural Festival Checklist

Reserve Facilities: (Bob Klackner/AMC110/308-2075) raklackner@stcloudstate.edu

- Reserve facilities and schedule techs
<http://www.stcloudstate.edu/atwood/reservations/roomrequest.asp>
- Request rehearsal space (use same link as above)
<http://www.stcloudstate.edu/atwood/reservations/documents/SpecialEventGuidelines.pdf>
- Request storage space – if needed (use same link as above)
- Prepare room diagram
<http://www.stcloudstate.edu/atwood/reservations/ballroom.asp#slideshow/Ballroom/Ballroom.jpg>

Food Arrangements: (Matt Timmerman/catering/308-4295) catering@stcloudstate.edu or (Jeff Benson/chef/308-4399) Jeffrey.Benson@sodexo.com

- Review Kitchen use policies
<http://www.stcloudstate.edu/atwood/reservations/documents/AMCFoodServiceKitchenUsepolicy.pdf>
- Review AMC food and beverage policy
http://www.stcloudstate.edu/atwood/reservations/documents/FoodPolicyBeveragePolicy_000.pdf
- Review sales tax requirements and worksheet
<http://www.stcloudstate.edu/atwood/reservations/documents/FoodSaleFundraiserWorksheet.pdf>
- Review Non-Campus food vendor checklist* – if using outside caterer-
<http://www.stcloudstate.edu/atwood/reservations/documents/OffCampusFoodVendorChecklist.pdf>
- Follow Sodexo Check-off Sheet for Cultural Nights
<http://www.stcloudstate.edu/atwood/reservations/documents/CulturalNightCheckOffSheet.pdf> Complete the Student Event Application form
<http://www.scsudining.com/documents/StudentOrganizationFoodEventApplicationForm.pdf>
- Start menu planning
- Schedule kitchen safety training

Promote Event: (Program Committee)

- Propose event on SCSU event calendar <https://www.stcloudstate.edu/events/admin/0propose.asp>
- Submit request for campus Digital signage
www.stcloudstate.edu/atwood/reservations/digitalsignage.asp
- Workroom availability
- Provide event information for Around the Cloud Community web site
<http://www.aroundthecloud.org/>

Develop Program: (Advisor)

- Recruit volunteers and organize committees
- Develop budget and set ticket price
- Create contact list
- Plan decorations – review special event guidelines

http://www.stcloudstate.edu/atwood/policies/documents/specialeventguidelines_001.pdf

Pre-Event Meeting – 10 days before event (Bob Klackner/AMC110/308-2075) raklackner@stcloudstate.edu

- Review and finalize room diagram
- Review technical needs request
- Finalize facility reservation and tech schedule
- Finalize food order with Sodexo
- Review cash handling procedures

<http://www.stcloudstate.edu/atwood/reservations/documents/TechnicalNeedsRequest.pdf>

Post Event

- Clean-up and take down decorations
- Pay all bills – 30 days
- Out of the kitchen by 8pm
- Meet with Chef on Monday after event regarding unused food
- Complete past event assessment (CSOLD Survey)
- Collect & pass on event files to next year's committee
- Schedule facility for next year's program!!!**