

Cultural Festival Checklist

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

- Reserve facilities and schedule techs*
- Request rehearsal space*
- Request storage space – if needed
- Prepare room diagram*

**Food Arrangements: (Tara Schroeder/catering/308-4295) catering@stcloudstate.edu
or (Scott Majestic/chef) scott.majestic@sodexo.com**

- Kitchen policies*
- Schedule kitchen safety training
- Review food and beverage policy*
- Review sales tax requirements and worksheet*
- Review food vendor checklist* – if using outside caterer
- Start menu planning

Promote Event: (Jessica Lauritsen/CSOLD Office/308-4891) jslauritsen@stcloudstate.edu

- Propose event on SCSU event calendar*
- Submit request for Atwood's Promo TV*
- Request Skyway window space*
- CSOLD workroom available

Develop Program: (Advisor)

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

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

- Review and finalize room diagram
- Finalize facility reservation and tech schedule
- Finalize food order with Sodexo

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
- Schedule facility for next year's program!!!**

*available on line