

Cultural Night Event Checklist

Facilities: (Jayne Balicky/AMC110/308-2075) jayne.balicky@stcloudstate.edu

- Review reserved facilities
- Review rehearsal time/space and corresponding tech requests
- Request storage space
- Plan decorations – review special event guidelines
- Workroom availability
- Review cash handling procedures
- Review technical needs request (tech rider, rehearsal schedule, draft script, final script)
- Prepare room diagram

Food Arrangements: (Catering/308-4295) catering@stcloudstate.edu

- Cultural Night Guide
- Review Kitchen use policies
- Review sales tax requirements and worksheet
- Start menu planning
- Schedule kitchen safety training

Promote Event: (Program Committee)

- Propose event on SCSU event calendar through HuskiesConnect
- Submit request for campus Digital signage
- Provide event information for Around the Cloud Community website: www.aroundthecloud.org
- Printing needs- Copies Plus in AMC
- For creative ideas, refer to DCI's "Marketing & Promotion Guide":
www.stcloudstate.edu/campusinvolvement/student-orgs/resources

Post Event

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

<http://www.stcloudstate.edu/atwood/about/policies/cultural.aspx>

Updated 9/19