|  |  |
| --- | --- |
| Program TYPE | GIM/gmm |
| EVENT TITLE |  |
| Event Date |  |
| location |  |
| VEMS RESERVATION ID # |  |
| Event Start Time |  |
| Event End time |  |
| Occupancy |  |
| Event Lead(s)  Contact phone # |  |
| funding (i.e. Budget, Supplemental, Grant, outside funding, etc.) |  |

Things to do **BEFORE** Activity Registration and **Before** Event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | **Logistics** | **Person Assigned** | **Notes** |
|  | Reserve location on VEMS at least 30 days in advance |  |  |
|  | Figure out your budget (do you have funding for a GIM or GMM?) |  |  |
|  | Will you have food? Where are you getting food? How much does it cost? |  |  |
|  | How are you checking people in for the GMM? |  |  |
|  | What is the GMM/GIM activity? |  |  |
|  | What is the goal for the GIM/GMM? |  |  |
|  | Create a risk management plan for the event |  |  |
|  | Meet with your advisor to go over activity registration |  |  |
|  | Fill out Supply & Resource Request form for any event resources (parking passes/cups/balloons/décor/paper products/centerpieces/etc) |  |  |
|  | Register your event on CCC (MIN 30 days in advance) |  |  |

Things to do **during** Activity Registration but **before** event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Make sure your reservation is all set |  |  |
|  | Meet with your eboard to make sure everything is all set for the event |  |  |
|  | Fill out all green forms for anything you need to have paid before the show |  |  |
|  | Who is helping set up? Who is helping clean up? |  |  |
|  | Keep checking your CCC chat – all show notes will be in there |  |  |

Things to do **Day of/during** Event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Put up any signage needed |  |  |
|  | Set-up/decorations. Please note any restrictions on what decorations you can and cannot use and how you must hang decorations. |  |  |
|  | If you have snacks – set that up per sanitarian guidelines |  |  |
|  | Clean up space |  |  |

Things to do **after** Event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Complete any green forms that haven’t been completed yet |  |  |
|  | Have an event manager debrief. What went well? What didn’t? Add to transition documents for the future. |  |  |
|  | Do activity reflection (if you’re a CSO) |  |  |
|  | Meet with advisor to de-brief (include DPs and ECM if you feel it is applicable) |  |  |

**ACTIVITY NOTES:**