



CLUB CHECKLIST FOR MAJOR EVENTS

Definition of a Major Event: A major event is defined as any event that involves more than 50 people, has a college-wide impact, and is generally open to the public.

- Download and complete the **Majors Events Form** found at <http://www.sdmesa.edu/faculty-staff/pdf/major-events-form.doc>
 - *This event planning packet should be submitted at least 1 month prior to the proposed event.*
- Submit completed packet by e-mail to the club **Advisor** for review and approval.
- Once advisor has reviewed and approved the Major Event packet submit, by e-mail, to the **Dean of Student Affairs**, Ashanti Hands, ahands@sdccd.edu
 - *Packets will be presented to the Student Services Leadership Team for initial review and submission to the President's Cabinet. (Please allow 1 - 2 weeks)*
 - *President's Cabinet requires a one week review period prior to approval (Please allow 1-2 weeks)*
- To reserve a space for your event, download and complete the **Club Sponsored Activity Application & Permit** found on Student Affairs Campus Life website at <http://www.sdmesa.edu/campus-life/index.cfm>. Submit your packet to the Dean of Student Affairs Office in H-500.
- Request **Audio Visual** equipment in a timely manner (7 days before event) by having the Club Advisor contact the Audio Visual Department directly in the LRC or at (619) 388-2690.

Reminders:

- The club Advisor must oversee the event and be available for the duration of the Major event.
- If your event involves and off-campus food vendor you will need to comply with Guidelines for Outside Food Vendors found at <http://www.sdmesa.edu/student-affairs/pdf/vendors.pdf>
- If Associated Students funding is needed for the major event, please refer to Club Funding procedures.
- Advertising of the event can only take place after the event is approved by President's Cabinet

Plan and prepare for your event at least 6-8 weeks in advance!