EVENT PLANNING CHECKLIST

Event planning has been made easy through NYU Engage. Below are the steps for creating an event.
Questions: nyuengrosarc@nyu.edu

1. Create an Event on NYU Engage
   This should be done at least 3 weeks in advance.

2. Have enough budget?
   Submit a supplemental funding request to your Student Council.

3. Need design help?
   Submit a Design Request Form at least 2 weeks in advance.

4. Want printed posters or a social media feature?
   Submit an Advertising Request Form at least 2 weeks in advance.

5. Do you have everything you need for your event?
   Confirm catering, setup orders, media, and volunteers at least one week out.

6. How do you track who attends your event?
   Use Engage Event Check In App and students’ Event Pass QR Code.

7. Did you reconcile all your event expenses?
   Submit reimbursements (2 weeks) or upload receipts (3 days) to GRAM.