

# Anime Club Event To-Do List

Create a great anime, manga, or Japanese cultural event by planning ahead!

These are the most important tasks to complete! Make sure to complete these first to avoid planning problems.

Event Name: \_\_\_\_\_

Get this right so that marketing can get the info out as soon as possible!

Event Theme: \_\_\_\_\_

Why are you doing this event?

Event Type:  Party    Mixer    Movie    Cultural    Fundraiser

Other: \_\_\_\_\_

What kind of event are you having?

Event Location: \_\_\_\_\_





Has the room been reserved?  Yes  No, why not?

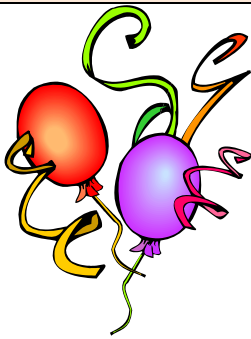

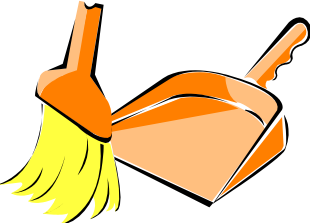
\*\*When reserving a room, always think 2 hours before and after the event.

Event Time: from \_\_\_\_\_ to \_\_\_\_\_



### Anime Club Event To-Do List

Area	Task	Who do you contact make this happen?	Who will do this task?
 <b>Food</b> Officer in charge:	<input type="checkbox"/> Select the menu What food will be at the event?		
	<input type="checkbox"/> Get a quote from several vendors How much will this food cost?		
	<input type="checkbox"/> Send food serving and insurance permits to room reservation center.		
	<input type="checkbox"/> Optional: Ask the vendor for any discounted and/or sponsorships. Have ***sponsorship letter on hand.		
 <b>Equipment</b> Officer in charge:	<input type="checkbox"/> Decide what equipment you need. What will you need for the event? Projector? Mic? Speakers?		
	<input type="checkbox"/> Get quotes from several vendors about renting the equipment. How much does ~~ cost for ~~ long?		
	<input type="checkbox"/> Reserve/rent the equipment.		
	<input type="checkbox"/>		
 <b>Programming</b> Officer in charge:	<input type="checkbox"/> Decide what should be done at the event.		
	<input type="checkbox"/> Decide the order of what is going to be done at the event.		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
 <b>Marketing</b> Officer in charge:	<input type="checkbox"/> Decide how to market the event. Should we use fliers and posters?		
	<input type="checkbox"/> Get quotes for pricing or find someone who can print it for you.		
	<input type="checkbox"/> Post marketing materials in high-traffic places.		
	<input type="checkbox"/> Post online: <input type="checkbox"/> Facebook Event <input type="checkbox"/> Twitter <input type="checkbox"/> Club Website		

Area	Task	Who do you contact make this happen?	Who will do this task?
 <p><b>Decorations</b> Officer in charge:</p>	<input type="checkbox"/> Decide the decorations that go best with your event's theme.		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
 <p><b>Music</b> Officer in charge:</p>	<input type="checkbox"/> Select the kind of music to be played at the party.		
	<input type="checkbox"/> If you want a DJ or live band, get prices for that or ask a talented friend to perform for free.		
	<input type="checkbox"/> Apply and <i>get approved</i> for any amplified sound permits. Amplified sound means anything that uses electricity to power itself (i.e. speakers, microphones, and musical instruments). Otherwise, your event can get shut down.		
 <p><b>Set Up and Clean Up</b> Officer in charge:</p>	<input type="checkbox"/> What time will you be setting up?		
	<input type="checkbox"/> What time will you be breaking down?		
	<input type="checkbox"/> Who will be setting up and/or breaking down?		
	<input type="checkbox"/>		

**\*\*About writing a sponsorship letter**

Sponsorship letters are a way to get something for your event paid for by a company or vendor. Sometimes, it's not through an actual money exchange, but a merchandise purchase. If you are going to give a company or vendor a sponsorship letter, don't forget to include your event's information (page 1), how many people will be expected to attend, and how you will promote them. Those are the main topics to address. If you can put their logo on your club's website and any marketing materials or give out a shout-out during the program, that should be said very clearly and done.

**Don't worry if it's not all done with the planning. Sometimes, planning happens on the spot, and hopefully, there's enough options for you to take to accomplish any task!**