Event Planning Checklist:

- Reach out to other Connectors (if applicable) and fellow co-ops to begin generating ideas
- Be sure to fill out online "Event Proposal Form" **TWO** weeks prior to any proposed event date
- Once Co-op Connections has received the event request, we will contact you
- Once your event has been approved, you will be notified. At this point you will send out an Event Invitation to **all** co-ops in your area
- Event Invitation should include:
  - Date
  - Time
  - Location
  - Total cost to student
  - R.S.V.P date
  - If there are a limited number of tickets available
- Once the R.S.V.P date has passed, notify Co-op Connections of the TOTAL number of students that are definitely going to attend
- If necessary, Co-op Connections will purchase tickets (if a show, museum, etc.) and put remaining balance as “tickets” on MyNEU. At this point you will instruct students to purchase their ticket
- Send out confirmation/reminder email to all registered students 1-2 days before the event
- Contact Co-op Connections the day prior to the event to solidify details, method of payment, etc
- **DAY OF EVENT**
  - *Arrive at location at least 15 minutes prior to start of event*
  - *Bring a list of students that have registered and "check students in"*
  - *Keep ALL receipts for any purchases that you will be reimbursed*
  - *Please note: Co-op Connections DOES NOT reimburse for alcohol. All receipts must be alcohol-free*
  - *Take pictures and have fun!*
- Fill out "Event Follow-Up Form" and "Co-op Connector Reimbursement From" **(if applicable)**
- Contact Christine Zarzicki at c.zarzicki@neu.edu if you have any questions or concerns