

EVENT PLANNING CHECKLIST

MEET WITH STUDENT ACTIVITIES

Email Dr. Ulmer at lulmer@wlu.edu to set up a meeting

SUBMIT CONTRACT

Email contract to Dr. Ulmer for review - at least 3 weeks before event

25LIVE RESERVATION

my.wlu.edu/its/how-to/space-scheduling-with-25live-pro

SUBMIT EVENT FORM

<https://my.wlu.edu/student-life/student-activities/event-planning>

BUY SUPPLIES

Use EC Credit Card and save receipts

REQUEST SWIPE MACHINE

<https://my.wlu.edu/business-office>

SUBMIT FACILITIES WORK ORDER

<https://my.wlu.edu/university-facilities>

CATERING RESERVATION

<https://my.wlu.edu/dining-services/catering>

AMPLIFIED SOUND PERMIT

Visit Lexington Police Department at 11 Fuller Street

ADVERTISE THE EVENT

Tag [wlu_studentactivities](#) on IG; Email Dr. Ulmer for newsletter

*This is a guide, please disregard what does not apply to your event