

ASLC Event Planning Checklist

Step 1

PLAN AHEAD

Spend at least a week or two planning out logistics before submitting the project proposal packet.

- ☐ **Who, what, when, where, why**
- ☐ Calculate costs and gather invoices from vendors ([Vendor list](#))
- ☐ **REGISTERING NEW VENDORS:**
Fill out [Vendor Application](#) & [W9 Forms](#)

Step 2

PROJECT PROPOSAL

Submit at least 20 days in advance .

- ☐ **Complete Project Proposal Packet**
- ☐ **Submit**
To: laneyaslcclubaff@peralta.edu
CC: laneystudentactivities@peralta.edu
- ☐ **Attach all relevant documents to the email**

Step 3

ATTEND ASLC MEETING

- ☐ Present event/project idea to the Associated Students of Laney College
- ☐ Answer questions about project

Step 4

APPROVAL & NEXT STEPS

- ☐ **IF APPROVED:** Wait for ASLC to process payments
- ☐ **IF REVISIONS ARE NEEDED:**
Revise proposal with suggestions and return for approval.