

COMPLEX EVENT CHECKLIST – COMPETITION

Event Name:

Date of Event:

SSI Organization Account:

- Walk me through your idea of the event.
- What is the budget for the event? (Fees, hosting costs, travel, etc.)
- Where are you going for the competition?
- How many students are going?
- How are you getting there?
- When do you leave?
- When do you come back?
- Are you staying overnight? Where are you staying?
- Are you hosting the competition?
- What are you competing for?
- If hosting, do you need a speaker or mics?
- Are you having outdoor amplified sound? Explain policy.
- If hosting, what are your maintenance/facilities/grounds needs?
- Is the competition open to the public? Is there a charge to watch?
- Who benefits from the charge?
- Are you aware of the SSI fundraising policy? When will you deposit the funds into your account?

- If hosting, do you have a run of show for the competition?

- If hosting, who are the judges going to be?

- What are they judging on?

- Who is the emcee?

- Who is calculating the scores?

- What is the prize?

- Do you have any contracts for the event?

- Are there any accessibility issues to be aware of at your event?