

COMPLEX EVENT CHECKLIST – PAGEANT/FASHION SHOW

Event Name:

Date of Event:

SSI Organization Account:

- Walk me through your idea of the event.
- What is the budget for the event?
- Will you be collecting money?
- Are you aware of the SSI Fundraising policy?
- What is the fee to enter?
- Who is benefiting from the money being raised?
- When will you deposit the funds into the account?
- How will you be collecting money? Cash, Venmo, ticket sales, etc.
- How will you be checking people into the event?
- Will you be contracting any vendors for the event? DJ, inflatable, performer, etc.
- Do you have a list of volunteers and their duties for the event?
- Do you have a run of show for the event?
- How are you picking the contestants?
- What are the prizes?
- What are the categories?
- Who is the emcee?

- Who are the judges?
- How is the winner being calculated and who will be doing that?
- What is your estimated attendance?
- How is this being advertised?
- Who is your target audience?
- Will non-WCU members be present?
- What are your maintenance/facilities/grounds needs?
- Will you be having outdoor amplified sound?
- Will you be having food at your event?
- Would you like to schedule a follow-up meeting as we get closer to the event?
- Are there any accessibility issues to be aware of at your event?