

# ASLC Event Planning Checklist



You should submit your project proposal AT LEAST A MONTH in advance to the Club affairs officer of ASLC

## 1. Plan Ahead: Two weeks Before Proposal Submission



## 3. Attend ASLC Meetings



- Select event date. \_\_\_\_
- Calculate costs and gather invoices from vendors.
- Ensure vendors are registered in the system or have submitted Vendor/W-9 forms to [ncustodio@peralta.edu](mailto:ncustodio@peralta.edu)  
W9 Form: <http://tiny.cc/W9form>  
Vendor Form: <http://tiny.cc/vendorform>



- If your proposal is approved, you will receive an email inviting you to a Student Government meeting.
- ASLC meets Mondays 3:30 - 4:30 pm, Student Center, 4th floor.
- Bring an extra copy of your proposal and supporting documents and be ready to present it.



W9 Form



Vendor Form



Project Proposal



Facilities Request



Club Affairs Website



## 2. Submit Your Proposal: One Month Before the Event



- Submit your project proposal at least one month in advance to the Club Affairs Officer of ASLC.  
<http://tiny.cc/Project-ProposalPacket>
- Include all necessary signatures, costs, location, and date details.
- Send your complete proposal packet to [laneyaslclubaff@peralta.edu](mailto:laneyaslclubaff@peralta.edu).  
Club advisor signature required on packet!  
Incomplete packets will not be accepted

## ASLC Sponsored Event Fliers Must Include:

- ASLC logo
- Laney College Statement of Non-Discrimination



## 4. If Approved:



- Send facilities requests if your event requires campus space or equipment (chairs, tables, etc.). This form must have your advisor's signature!  
<http://tiny.cc/facilityform>
- Email the facilities request form to [laneyfacilities@peralta.edu](mailto:laneyfacilities@peralta.edu) or submit a physical copy to the Business office, Tower Bldg Rm 209. (Keep a copy for yourself)
- Inform vendors that their invoices have been approved and that they will receive payment after the event.

## If Not Approved:

No further action is needed

