**Event Booking Checklist for Sprott Clubs**

If you're planning an event, follow these steps to make sure everything runs smoothly:

1. **Visit the Club Events Hub**
	* This is your central resource for policies, procedures, and tools to help you plan and book your event.
2. **Meet with Your Career Advisor (if needed)**
	* Unsure about your event type or sponsorship guidelines? Book a meeting with your Career Advisor for clarification and support.
3. **Complete the Event Request Form & Risk Management Form**
	* Only one designate per club should be submitting event requests.
	* Both forms are required to move forward.
	* Your room booking **cannot be confirmed** until your risk form is approved.
4. **Wait for Room Booking Confirmation**
	* Submitting the event form is **tentative**.
	* You’ll receive a follow-up once your room is officially booked (this may take a few days to a week).
5. **Once your room is approved…**
	* Begin planning and promote! 😊