

## Clubs Day Checklist

***Below is a checklist to help guide you to be prepared for Clubs Day. Please do not hesitate to contact UniClubs at [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au) with any questions.***

- ☐ Have all your executive members submitted their 2022 End of Year Reports?
- ☐ Is your club re-affiliated with UniClubs for 2022?
- ☐ Discuss with fellow executives about whether your club is attending Clubs Day however, we know the answer is yes!
- ☐ Discuss with your fellow executives what activity your club will be doing for Clubs Day. Games? Hand out food? Lolly guessing games? Hand out promotional material?
- ☐ What promotional material will you be taking on the day? Tablecloth, banners, prizes? Do you need to design and order new promotional material? Refer to the Handbook on logos to use and email [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au) to have material approved.
- ☐ Will you be applying for funding? If so, create a detailed breakdown of the costs. Apply through the UniClubs Website under 'My Account'. Funding amounts are listed in the UniClubs Handbook.
- ☐ Does your club require power? This does not include power for laptops, speakers or other items that can be charged the night before. Power will only be provided if it is a necessity for the club.
- ☐ Will you require a grass area? What activity will your club be using the grass for and how much room does it require? Power will only be provided if it is a necessity for the club.
- ☐ Allocate an executive to fill out the Clubs Day registration form on the UniClubs Website (check no other executive from your club has made a submission).

***\*The executive that made the submission will receive an email a week before O-Week with information regarding O-Week and the table allocation for their club\****

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