Activation Checklist

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or [events@anr.msu.edu](mailto:events@anr.msu.edu).)

Now that you have completed your event creation in the Events Management System, it is time to request activation from the ANR Event Services team. Please complete this checklist prior to requesting activation of your event to avoid possible delays in activating your event. Ensure the following:

* Event start and end dates are in the future
* Short descriptions are complete and not cut off mid-sentence
* Alternate text is provided if banner image is uploaded
* Description includes the who, what, where, when, why and cancellation policy if relevant
* Confirmation message gives the participant information related to the program, i.e. date, time, location with a full address if relevant, parking, cancellation policy, etc.
* Registration dates are relevant to event date(s)
* Flier is updated
* Registration form(s) collect all the information you need
* Any field that is collecting money has a pricing rule
* You have previewed your event and tested the registration page
* You have attached a budget if your event is not free and it is an MSU Extension program