

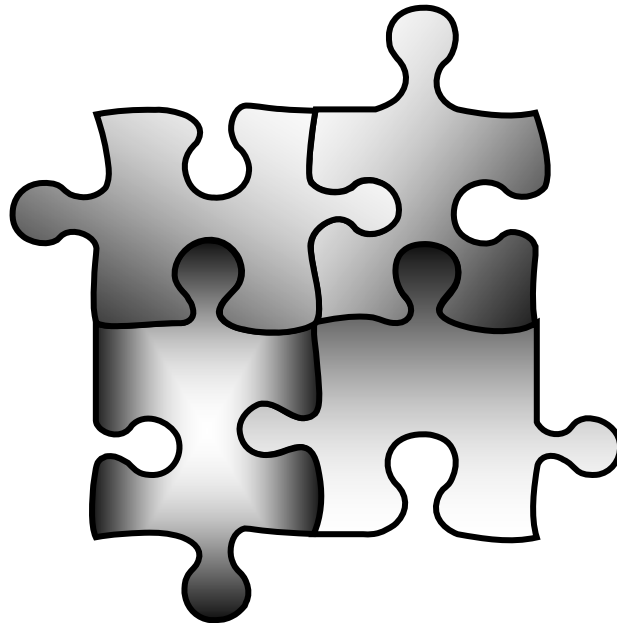
Programming Checklists

Programs do not happen overnight. They require planning, thought and resources.

Do Not Assume Anything!!

Once you have a idea for a program, the following checklists will help you execute a successful event on campus!

Start making plans early, two to three months in advance



* The following checklists were compiled using event planning checklists from student activities offices at: University of Kentucky, Robert Morris University, Willamette University, Cornell University, and Stanford University. *

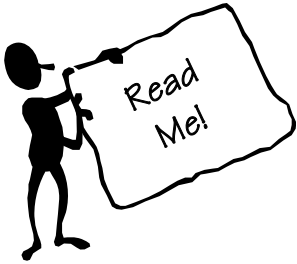
Planning the Event

2-3 Months in Advance

- Make a reservation and check availability of equipment
- Submit an online event registration form to the Office of Student Activities
 - Review all event policies
 - Determine goals of programs
- Create a budget with estimates and apply to SFC for funding
 - Project a target audience
- If bringing a performer/speaker/presenter to campus: negotiate all terms, request a contract once funding is secured
- Determine promotion materials
- If fundraising, make sure needed approval is secured
- Ensure adequate volunteers to plan and carry out event

One Month in Advance

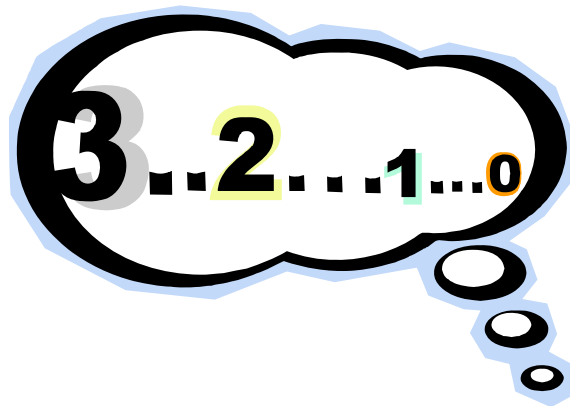
- Create promotional materials (see handbook for suggestions)
- Begin to advertise around campus
- Make sure all accommodations for speaker are completed
- Sell tickets if applicable, preferably through Student Union Box Office
- Confirm event information with invited guests
- Confirm all requested materials
- Buy any needed supplies if needed
- Buy any decorations if needed



One Week Prior

Almost there....

- Confirm catering if applicable
- Finalize last minute details
- Review guest list, make sure everyone who needs to be there is invited
- Confirm volunteers and their duties
- Re-market event, add new signs/flyers etc
- Confirm any audio-visual requests
- Make arrangements with speaker for arrival *if applicable



Day of the Event

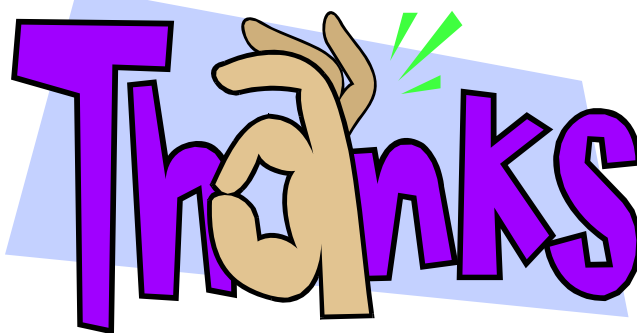
- Meet and greet performer upon arrival
- Make sure location is set up correctly (at least 2 hours before)
- Confirm volunteers and their duties
- If needed: nametags, handouts, pens & pencils, programs etc
- Last minute signage
- Sit back and enjoy the program

Be available for the unexpected

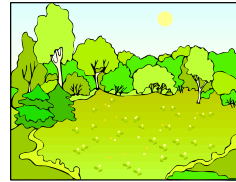
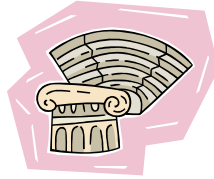


After the Event

- Send thank you notes to volunteers
- Send thank you notes to speakers or presenters
- Fill out program evaluation form
- Solicit feedback from volunteers, members and guests
- Pay all bills, if needed
- Take down all advertisements



Location (s)



Locate appropriate space or venue for program

Rain location

Capacity of space

Check on limitations to what happens there

Accessibility

Is food and beverage allowed

Funding

*It can be difficult to raise funds. Start early.
Remember you cannot commit funds before you have them!*



Prepare a detailed budget with estimates



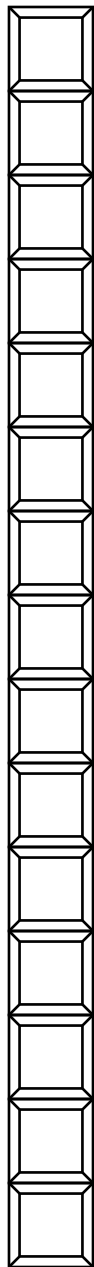
Meet with accounting clerk to check on account status



Prepare for a fundraiser if needed



Equipment



Rooms

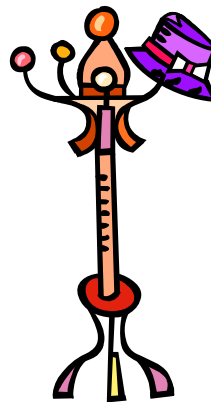
Microphone, and speaker



Sound system

Lighting

Lectern



Tables and chairs

Stage or platform

Head table



Portable toilets

Trash cans

Barricades



Coat rack

Fire extinguisher

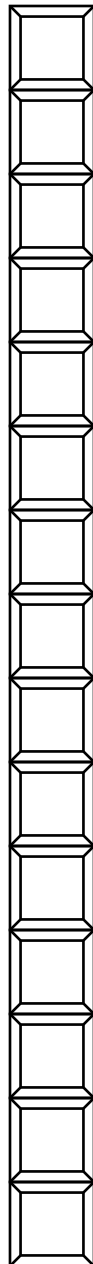


Food and beverage service

Projector and or laptop



Supplies



Maps and directions

Tickets

Directional signs

Flip charts and makers

Tape, staplers, pens & pencils

Printed programs

Parking permits

Nametags

Cash box and change

Decorations

Trash bags

Tablecloths

Water for speakers/presenters/performers

Waivers for participants

Promotional signs, flyers, door hangers etc