

PROGRAM PLANNING CHECKLIST

Organization: _____

Contact Person: _____

Phone Number: _____

E-Mail: _____

- Check off list during program planning.

	Continue to review programming costs with budget.
	Continue to meet with student organization's advisor or Area Coordinator.
	Seek collaboration with other offices, student organizations, Ras/AC, etc.
	Continue to meet with Director of Student Development & Activities.
	Meet with Facilities for facilities needs.
	Create publicity and get approval for posting.
	Notify campus security for events.
	Arrange on campus parking needs.
	Meet with Food Service representative if a program requires catering.
	Distribute publicity to Gershman Hall, residence halls, and academic buildings.
	Contact agent/artist (liability insurance may be needed from agent).
	Review contracts with organization's advisor, Area Coordinator, and Director of Student Development & Activities (Make 3 copies).
	Sign appropriate contracts, get appropriate signatures, and return to agent/performer (Keep a copy).
	Ask for proof of liability insurance from sound techs. Staging co., and outside security companies.
	Arrange for sound technicians if needed.
	Arrange for stage/lighting if needed.
	Arrange for needed security.
	Arrange for EMT/EMS Service.
	Arrange for hospitality in terms of transportation and hotel arrangements.
	Notify professional staff about program through e-mail, flyers, and/or posters.
	Prepare check requests/purchase requests and deliver to Finance Office.
	Double-check facilities, catering, and coverage for event.
	Designate a host for the entertainment for the day/Hospitality needs met, i.e. water, meal.

If certain criterion is not applicable to the program, note as N/A