

Event Checklist

Event:

Cost:

Contact Name:

Contact Phone #:

Location:

Date:

Time:

Create an Event File

- Create a paper and computer file for the event

Setting a Date and Time

- Check the campus calendar for conflicts
- Check in with other programming organizations for potential conflicts

Contract (**Reminder - Only authorized staff should sign a contract)

- Read contract and verify with appropriate staff that contract provisions can be met
- If liability or legal questions arise, contact your campus legal advisor
- Have contract signed by authorized personnel and faxed or mailed to agent or performer
- Include a campus map and driving directions to campus with the contract
- If housing will be provided at a local hotel, send the hotel brochure (if available)
- Confirm any other contract provisions (AV, meals, lodging, travel, etc.)

Housing

- Make reservation under name of performer.
- Hotel and confirmation # _____
- Have hotel name, directions, check-in and checkout time, smoking policies and Internet services available in writing so they are easily referred to when needed.

Facility Reservation

- Reserve room(s) for event _____
- Reserve rain location for event if necessary _____
- Reserve dressing room(s) if necessary _____

Room Set-Up

- Contact Reservations with specific set up (chairs, tables, trash cans, staging, sound)
- Contact the campus cleaning service for any out of the ordinary room cleaning needs
- Recruit volunteers for any set-up or take down needs (i.e., staging, seating, technical-sound /lights, decorations, etc.)

Technical

- Check to see if sound system and lighting equipment meets contract requirements
- Reserve sound and light equipment if necessary
- Check to see if electricity is adequate at event location

Meals

- Contact food service for any catering needs
- Make reservation at local restaurant if necessary _____
- Obtain cash or check to pay for food

Publicity

- Add event to campus calendar
- Provide event information to the Campus Public Relations Office for internal and external publicity
- Brainstorm creative publicity ideas
- Send invitations to specific student groups or faculty /staff members

Event Checklist (continued)

- Design and distribute event flyers
- Update website with event information

Money

- Request check(s) from Business Office

Follow-up

- Send thank you notes
- Evaluate event and keep on file

Last Minute Event Tasks

Event:

Cost:

Contact Name:

Contact Phone #:

Location:

Date:

Time:

The Week of the Event

- Call performer, speaker or presenter to confirm
- Check performer contract to be sure all contract details have been or are being met
- Confirm housing reservation(s)
- Confirm campus room reservation(s)
- Confirm technical equipment
- Distribute last minute publicity
- Confirm volunteers who are helping with event
- Go through Event Checklist to be sure all is complete and ready

The Day Before the Event

- Be sure check has been cut and/or payment is ready for performer or other event needs.

The Day of the Event

- Check room to be sure it is set up properly
- Check technical needs to be sure they are in place and working
- Obtain introduction or bio from performer
- Welcome performer and provide contact information should she need to get a hold of you

At the Event

- Introduce event
- Announce upcoming programs
- Monitor audience

After the Event

- Return room to original set-up
- Write evaluation
- Send thank you notes