

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