

Event: _____

Date: _____ **Place:** _____

Organizations: _____

Chair or Contact Person: _____

Place a check next to the item when it is completed. If not applicable , write N/A

Before the Event

Day of Event

After the Event

- | | | |
|---|---|---|
| <input type="checkbox"/> Review programming tips | <input type="checkbox"/> Arrive Early - check set up and check any equipment | <input type="checkbox"/> Complete an evaluation sheet |
| <input type="checkbox"/> Pick date and time for event | <input type="checkbox"/> Meet and greet performer/ speaker, etc. and other staff | <input type="checkbox"/> Write Thank you notes to performer, volunteers and others |
| <input type="checkbox"/> Check availability of facility | <input type="checkbox"/> Introduce performer/ speaker | <input type="checkbox"/> Follow up with any outstanding bills |
| <input type="checkbox"/> Reserve facility | <input type="checkbox"/> Relax and enjoy program | <input type="checkbox"/> Collect all information about the event in order to pass onto future student leaders |
| <input type="checkbox"/> Review expenses and your budgeted allocations | <input type="checkbox"/> Be present to handle any problems that occur during the event. | |
| <input type="checkbox"/> Estimate overall expenses | <input type="checkbox"/> Thank your performers/ speakers | |
| <input type="checkbox"/> Select entertainment, speaker, trip, etc. | <input type="checkbox"/> Pass out evaluations or speak with attendees about your event | |
| <input type="checkbox"/> Go to a One Stop Meeting | <input type="checkbox"/> Pay speaker/performers | |
| <input type="checkbox"/> Make arrangements for other equipment needed | <input type="checkbox"/> Clean up as necessary | |
| <input type="checkbox"/> Request Food if needed | | |
| <input type="checkbox"/> Develop Marketing Plan
Posters/Flyers
Email
Invitations
Other Gimmicks | | |
| <input type="checkbox"/> Get contracts and send for signature | | |
| <input type="checkbox"/> Arrange for payment with the Student Union | | |
| <input type="checkbox"/> Design and copy program if needed | | |
| <input type="checkbox"/> Arrange for a cash box | | |