

PROGRAM CHECKLIST

It is important to identify the tasks that need to be accomplished in order to have a successful program, and to delegate assignments to the proper committee members. This chart is organized to assist you with these tasks. Check the dates to find out when tasks need to be completed. Extra space is provided for additional task assignments. Circle the item numbers for each area and/or items that pertain to your program and program goals.

	<u>DATE TO BE DONE</u>	<u>ASSIGNED TO</u>	<u>DONE</u>
I. THE PROGRAM: BEFORE			
A. GENERAL			
1. Check Calendar Conflicts			
2. Complete Activity Approval Form			
3. Reserve Facility (Room, Building, Outdoor Areas)			
4. Prepare and Sign contracts and/or Letter of Agreement.			
5. Reserve Special Equipment (audio visual, lights, white board, etc.)			
6. Coordinate Physical Set-up (seating, room arrangements, etc.)			
7. Arrange for Security			
8. Comply with College Policies and Regulations <ul style="list-style-type: none"> - Sales /Solicitation - Party/Dances - Publicity Regulations - Other 			
9. Decide Theme			

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THE PROGRAM: BEFORE (CONT.)			
B. THE BUDGET –TREASURER			
1. Complete a requisition to Senior Account Clerk			
2. Prepare Budget Income & Expenses			
3. Pick Up Checks			
4. Review and pay all invoices			
C. COMMITTEE ASSIGNMENTS			
<u>Decorations</u>			
1. Design Decorations			
2. Buy Materials			
3. Construct Decorations			
<u>Entertainment</u>			
1. Contract Band; Hold Harmless forms for Performers & Speakers			
2. Process all paperwork			
<u>Programs / Awards</u>			
1. Design and Print Programs			
2. Order Awards			
3. Prepare Script			
4. Arrange for Emcee			

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THE PROGRAM: BEFORE (CONT.)			
C. COMMITTEE ASSIGNMENTS (CONT.)			
<u>The Publicity</u>			
1. Prepare Calendar of Events (dates, events, time, place).			
2. Prepare Material for Bulletin Boards and Special Displays			
3. Prepare Press Passes			
4. General Layout: Design & Print: - Logo - Letterhead - Programs - Ads - Posters - Flyers - Table Tents - Buttons			
5. Prepare News Articles for: - Bulletins - Newspapers - Newsletters			
6. Weekly Calendars - Campus - Community			
7. Contact Public Affairs Officer			
8. Prepare Public Service Announcements (PSA)			
9. Set up interviews – Radio / TV Shows			

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THE PROGRAM: BEFORE (CONT.)			
C. COMMITTEE ASSIGNMENTS (CONT.)			
<u>The Publicity (Cont.)</u>			
10. Write letters to targeted Audiences			
11. Obtain Photographer			
<u>Refreshments</u>			
1. Arrange for Food Service (reception, dinner, etc.)			
2. Contact Servers			
3. Obtain Name Tags			
<u>Resource People (VIP's, judges, speakers, etc.)</u>			
1. Select and Invite Special Guests (phone, personal meeting)			
2. Arrange for: <ul style="list-style-type: none"> - Transportation - Lodging - Meals 			
3. Request Vehicles In Advance			
<u>Tickets</u>			
1. Decide Seating Arrangements			
2. Have Tickets Printed and Numbered			
3. Verify Tickets with Business Office			

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THE PROGRAM: BEFORE (CONT.)			
D. COMMITTEE ASSIGNMENTS (CONT.)			
<u>Tickets (Cont.)</u>			
4. Design Sales Campaign			
5. Reserve Ticket Outlets			
6. Obtain and Schedule Ticket Sellers / Ushers			
7. Prepare Complimentary Passes			
8. Secure Cash Boxes / Hand Stamps			
9. Arrange for Cash Advance			
<u>Other Committees and / or Functions</u>			
<u>Miscellaneous</u>			
1. Order Special Items -Sweatshirts -Gifts -Flowers			
2. Obtain Special Equipment -Flashlights -Clipboards -Stopwatches -Pencils -Magic Markers -Paper / Newsprint -Other: _____			

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II. A FEW DAYS BEFORE THE DAY OF THE PROGRAM:			
Recheck the Following (Adjust if necessary):			
A. FACILITY AND PHYSICAL SET UP (ROOM RESERVATIONS & ARRANGEMENTS)			
B. TECHNICAL ARRANGEMENTS (AUDIO-VISUAL, CHALKBOARDS, ETC.)			
C. SECURITY ARRANGEMENTS			
D. REFRESHMENT ORDER			
E. TRANSPORTATION / LODGING ARRANGEMENTS			
F. CONFIRMATION OF GUESTS			
G. TICKET SALES			
H. PROGRAMS			
I. USHERS, SERVERS, EMCEE			
J. DECORATIONS			
K. PUBLICATIONS			
L. BUDGET			
M. CHECK ON PAYMENT OF ENTERTAINMENT / SPEAKERS			
II. DAY OF PROGRAM			
Check On:			
A. FACILITY – ROOM ARRANGEMENTS			

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III. DAY OF PROGRAM (CONT.)			
CHECK ON:			
B. TECHNICAL – SET UP AUDIO-VISUAL EQUIPMENT			
C. COORDINATE PRESS REPRESENTATIVES			
D. TICKET ARRANGEMENTS 1. Obtain Cash Boxes, Cash Advance, Tickets, Hand Stamps. 2. Assign Sellers & Ushers			
E. TRANSPORT VIP'S			
F. SECURITY ARRANGEMENTS 1. Unlock / Lock Doors & Gates 2. Station Security			
G. PUT UP DECORATIONS			
H. PAY PERFORMERS & SPEAKERS			
I. DISTRIBUTE 1. Programs 2. Name Tags 3. Awards			
J. INTRODUCE GUESTS 1. Script / Agenda			
K. OTHER:			

Source: Original Document – *The Program Planner's Workbook*, Linda Eldred, 1985

Revised: January 24, 2011 / lm