Programming Checklist

Getting Ready to Create a PROGRAM/EVENT:

* Identify target population and assess the needs and interests of target population.
* Brainstorm possible program/event ideas (think outside of the box!).
* Create program/event budget and secure funding if needed.
* Brainstorm and create program logistics (date, time, location, entertainment, food, decorations, publicity, etc.).
* Discuss and select program/event with most potential for success.
* Discuss program/event with Advisor.
* Set program goals and objectives.
* Check for conflict with other university program/events.
* Check availability of facility.
* Check availability of entertainment (if applicable).
* Choose program date, time, and location and make reservations on space and equipment.
* Decide on deadlines to delegate task completion.

Six (6) weeks before PROGRAM/EVENT:

* Forward entertainment contract (if applicable) to Advisor for final approval and signatures.
* Confirm facility reservations.
* Request quotes, select, order, and create artwork for promotional items.

Four (4) weeks before PROGRAM/EVENT:

* Meet with CSI event planners to walk through the facility and finalize all set-up and equipment needs.
* Order food from approved CSI vendors and complete food funding requisition form (if applicable).
* Brainstorm risk management issues for the program and come up with ways to decrease risks at event.
* Secure marketing permission and begin marketing the program.
* Complete SOC funding requisition to purchase items for the program (if applicable).
* **Flyers**
* **Posters**
* **Signs**
* **Information tables in front of Student Union**
* **Banners (CSI entrance)**
* **Organization web site**
* **Student organization/ departmental newsletter**
* **Promotional items**
* **Hand bills**
* **CSI Event Calendar**
* **Buttons**
* **Stickers**
* **Word of mouth: opinion leaders (student leaders, RAs, etc.)**
* **Residential Life mailbox stuffing**

Two (2) weeks before PROGRAM/EVENT:

* Continue to market program (minimum start week for publicity).
* Recruit event volunteers.
* Set training/pre-show meeting time.

One (1) week before PROGRAM/EVENT:

* Continue to market program (this is your crunch time!).
* Confirm technical requirements (room set-up, sound check, sound, lights, etc.).
* Confirm food request with caterer (if applicable).
* Confirm committee support and volunteers (determine arrival times, volunteer shifts).
* Confirm arrival time for entertainment.
* Develop a program itinerary and make copies.
* Prepare for event volunteer training.
* Confirm funding requests for all vendors (facilities, safety, custodial, entertainment, food, etc.).
* Prepare program evaluations.

Day of PROGRAM/EVENT:

* Take a deep breath and relax!
* Review itinerary, volunteer shifts, and arrival times.
* Arrive early to make sure facility is set up correctly.
* Decorate facility according to facility guidelines.
* Bring office supplies just in case (tape, stapler, pens, pencils, highlighters, scrap paper).
* Perform sound and light check.
* Conduct volunteer training.
* Greet entertainment and provide direction.
* Conduct final walk-through.
* Enjoy the event.

Immediately following the PROGRAM/EVENT:

* Turn in all original receipts/paperwork to Advisor and Center for Student Involvement (if applicable).
* Mail "thank you" cards to everyone who assisted.
* Tally program evaluations.
* Create final, actual event budget.
* Recognize committee members and volunteers.
* Remove event publicity.
* Evaluate the success of your event.