

Programming Checklist

Event Name: *Awards Banquet*

Event Date(s): *May 1, Wednesday*

Event Time(s): *6 PM Dinner, 7PM Ceremony*

Event Place(s): *University Student Union*

Event Attendance (estimated): *100 people*

Tasks	Description:	Cost:	Assigned to:	Date:	Date:	Task:
USU Ballroom	Number/Type	Estimate/Actual	Name or Initials	Ordered	Due	Completed
Room Scheduled:		no charge	Judy	11/15/2001	5/1/2002	
Forms completed				11/20/2001		
Equipment:			Judy	2/15/02	4/30/2002	XX
Tables	10 round, 4-6'	no charge				
Chairs	100 Chairs	no charge				
Platforms	one	Rental: \$10				
Audio/Visuals:						
Screen/overhead	one	no charge				
Microphone	one	no charge				
Podium	one	no charge				
Computer/Projector/Screen	one of each	Borrow from Depart.				
Food/Refreshments:			Ron	2/25/2002	5/1/2002	XX
Caterer? Potluck? Maria's Catering 562-555-3333						
Menu	Mexican Buffet	\$10 perperson=\$1000				
Drinks	Waters, Punch	\$3 per person=\$300				
	Sparkling Cider					
Rentals: Thermos (2)		\$10 each=\$20				
Serving Trays (4)		\$5 each=\$20				
Paper goods						
Plates		125 \$6.00				
Napkins		125 \$1.00				
Forks/Spoons/Knives		125 \$6.00				
Cups		125 \$6.00				
Ice: Artesia Ice Company 562-555-5555	50 lbs	\$10				
Other						
Decorations:						
Center Pieces	Baloons/flowers	10 @ \$10 = \$100	Sally	3/1/2002	5/1/2002	

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TASKS	DESC.#/TYPE	COST	ASSIGNED TO	DATE ORD	DATE DUE	COMP TASK
Entertainment:			Jack	2/28/2002	5/1/2002	XX
Band/DJ: "You Rock the DJ"		\$200				
Contracts: D.J. signed				3/15/2002	3/20/2002	
Slide Show		\$100		3/15/2002	3/20/2002	
Master of Ceremonies	Dr. Jones	no charge				
Publicity/Invitations:			Jessica			
Guest List determined	125 persons			2/10/2002	2/15/2002	XX
Invitations created/ordered	150	\$75		2/20/2002	2/25/2002	
Invitations mailed/postage		\$50		3/1/2002	3/2/2002	
Flyers	25	\$2.50	Mary	3/3/02	3/15/02	
Press Releases	School Newspaper	no charge	Mary	3/3/02	3/15/2002	
Total Budget: \$800 allocated		\$1,906.50				