

PROGRAM PLANNING CHECKLIST

Event/Program Title: _____ Event Date: _____

Location: _____ Time: _____

Sponsor(s): _____

With the guidance of your SLD Advisor, this checklist is a vital tool for the success of your event. Please seek the assistance of your SLD Advisor often and early.

	Assigned To	Target Date	When Done
FACILITIES			
1. Meet with SLD Advisor to pick up and fill out PRC (Program Regulation Clearance Form)			
2. Return completed PRC to the USU Conference and Events Center & reserve on-campus facilities and equipment			
3. Determine facility set-up and reserve equipment for program and fill out Facility Management work order form if necessary			
4. Check accommodations for disabled presenter or audience			

	Assigned To	Target Date	When Done
PROGRAM DEVELOPMENT			
1. Determine program goals and objectives			
2. Look at possible featured attractions (i.e., speaker)			
3. Decide on featured attraction (cost vs. availability)			
4. Verify qualifications (e.g., CPR trainer)			
5. Confirm event with attraction			
6. Arrange transportation, parking, campus escort as needed			
7. Determine program format			
8. Type list of members on the program committee and distribute to all members			

	Assigned To	Target Date	When Done
FINANCES			
1. Estimate expenses and outline budget			
2. Request funding from ASI			
3. Determine co-sponsored, if applicable			
4. Forms from A.S. Business Office (ASBO) Request for Purchase or Payment (RPP) Service Contract/Artist Agreement			
5. Set-up ticket sales (See ASBO early), if applicable			
6. Change and cash box/money bag (See ASBO), if applicable			

	Assigned To	Target Date	When Done
PUBLICITY			
1. Target audience (on campus and/or community)			
2. Event must be approved by SLD and confirmed by the USU Conference and Events Center			
3. Send special invitations (VIPs), if applicable			
4. Flyers, stakes, kiosks (follow posting regulations)			
5. Display cases			
6. Banner site reserved and approved			
7. Banners finished			
8. CSULB newspapers (ads, articles, announcements)			
9. Off-campus publicity			

	Assigned To	Target Date	When Done
SAFETY			
1. Notification of University Police by SLD (security, money, parking, etc.)			
2. Tape down electrical cords			
3. Do a safety walk through (unstable stage, no open walk way, etc.)			

	Assigned To	Target Date	When Done
PARKING			
1. Request guest permits or fill out Special Event Parking Information form, if necessary			

	Assigned To	Target Date	When Done
FOOD/REFRESHMENTS/DECORATIONS			
1. Plan menu or refreshments			
2. Discuss with food providers and place order			
3. Review Hot Food Safety Guidelines with SLD Advisor			
4. Clear unusual or off-campus food			
5. Understand campus alcohol regulations			
6. Balloons, helium, ribbon, nametags, centerpieces, etc.			
7. Secure clean-up volunteers			

	Assigned To	Target Date	When Done
PROGRAM DAY			
1. Directional signs to event			
2. Verify equipment and room set up			
3. Registration/welcome table (cash box/change, sign-in sheet, name tags, pens, etc.)			
4. Volunteers to welcome people			
5. Introduction of speaker or artist to audience			
6. Check food/refreshments			

	Assigned To	Target Date	When Done
WRAP-UP SECTION			
1. Evaluate the program for next year's planner			
2. Send Thank-you notes and acknowledgements			
3. Pay bills			