## PROGRAM PLANNING CHECKLIST

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Tasks</th>
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| **6 Weeks - 1 Year Before Event** | - Reserve space ("Hold")  
- Complete Event Planning Form (EPF)  
- Schedule an appointment to meet with Administrative Advisor to review program & budget, and sign EPF  
- Submit EPF to Reservations Office within 10 days of Hold date to change room status from “Hold” to “Firm”  
- Negotiate entertainment/food costs & complete contract checklists with Administrative Advisors (if necessary)  
- Complete co-sponsorship agreement (if necessary)  
- Schedule an appointment to meet with Events Staff to change room status from “Firm” to “Confirmed”  
- Obtain insurance (if necessary for outside rentals, vendors)  
- Arrange any outside equipment rentals  
- Notify fire safety (if necessary)  
- Print tickets & arrange for ticket sales at SABO (if needed)  
- For trips, fill out itinerary and print waivers  
- Discuss security coverage with Administrative Advisor  
- Submit request for Pepsi Allocation if needed |
| **4 Weeks Before Event** | - Get contract(s) signed by entertainer(s) & return the original, signed copies to Administrative Advisor  
- Delegate hospitality responsibilities (if needed)  
- Arrange for publicity/make flyers/invitations & give proofs to Administrative Advisor for approval  
- Delegate set-up/clean-up responsibilities  
- Arrange for runners (if needed for day of event errands) |
| **3 Weeks Before Event** | - Create check requests for SABO  
- Purchase prizes and complete prize form (if necessary)  
- Distribute publicity/flyers/invitations (To post at bus stops, the Involvement Office should stamp your flyer before you make copies)  
- Confirm security (if needed) with Administrative Advisor  
- Notify Events Staff if need to make any set-up changes  
- Confirm set-up/equipment from outside vendor (if needed)  
- Confirm hospitality (if needed)  
- Confirm worker responsibilities |
| **2 Week Before Event** | - Confirm entertainment and food  
- For trips, confirm transportation and drop off waivers  
- Get parking passes for entertainers (if necessary) |
| **1 Week Before Event** | - Pick up check(s), equipment, and decorations  
- Pick up Pepsi Allocation (if applicable)  
- Contact members/review responsibilities |
| **2-3 Days Before Event** | - Check in with Operations Office  
- Set-up/decorate  
- Pick up food (if needed)  
- Implement program  
- Break down/clean-up  
- Make deposit (if charged at door) |
| **Day of Event** | - Send thank you notes and remaining checks  
- Complete evaluation form |

**THROUGHOUT THE EVENT PLANNING PROCESS, MAKE SURE YOU SCHEDULE APPOINTMENTS TO MEET WITH YOUR ADMINISTRATIVE ADVISOR!**