Program Planning Checklist

This checklist may help in planning any program, event, or activity. If used properly and in cooperation with advice from the Center for Leadership and Engagement, organization members can develop skills necessary for successful programming. Planners are urged to photocopy this checklist and use it for each program planned.

ORGANIZATION:

_____ Is there enough time to plan this event? Will set-up requests and contract deadlines be met?

_____ Does the committee have the necessary time to do this job?

_____ Are there funds available for the program? Have monies been approved?

_____ Is the selected date of the event the best time? Does it conflict with other programs on campus? with exams? holidays?

_____ Is the desired space available?

_____ Are there people committed to doing the work?

_____ What are the objectives for the program and criteria for evaluation?

_____ Has the program format been determined?

_____ Have all available resources been explored?

ARRANGEMENTS:

_____ Has the room/space been confirmed?

_____ Have reservations been filed on R25 and with the Center for Leadership and Engagement?

_____ Have tickets been ordered?

_____ Has the ticket sale process been determined?

_____ Have arrangements been made for checks?

FINANCES:

_____ Has funding been approved?

_____ Do you have enough money?

_____ Are checks ready?

TECHNICAL REQUIREMENTS:

_____ Has special equipment been ordered or reserved?

_____ Have the Media Services Department and the Department of Facilities been contacted and work-orders confirmed?

ENTERTAINMENT:

_____ Have the entertainers/presenters been selected and/or confirmed?

_____ Have contract negotiations been completed?

_____ Have contracts been issued and signed by the appropriate individuals?

PUBLICITY:

_____ Have flyers been designed/ordered/printed?

_____ Have volunteers signed up for posting flyers around campus according to the posting policy?

_____ Have promotional materials been ordered to permit distribution and coverage of key areas prior to the event?

_____ Have programs been designed/ordered?

DECORATIONS:

_____ Have materials been ordered?

_____ Have plans been made to prepare decorations?

_____ Has the decorating committee assigned tasks to tap the talents of its members?

_____ Do decorations comply with safety regulations?

REFRESHMENTS:

_____ Have arrangements been made with the proper lead time for food orders from the food service or any outside agency.

_____ Have contract rider arrangements been made for any special circumstances?

_____ Have arrangements been made for pick-up, serving, and clean-up of refreshments?

SECURITY:

_____ Have arrangements been made for a sufficient number of staff/security members to supervise the event?

GUESTS:

_____ Has the guest list been prepared with accurate spellings of names, titles, spouses, etc.?

_____ Have the guests received invitations at least three weeks in advance of the event?

_____ Have hosts been assigned to the guests?

_____ Have the hosts been informed of their responsibilities?

TRANSPORTATION:

_____ Have the necessary transportation arrangements been made for entertainers or activity participants?

WORK SCHEDULES:

_____ Have committee members been notified as to when they are working?

_____ Is there a clean-up committee? Do they know what is to be cleaned?

_____ Have arrangements been made to secure the necessary equipment: mops, brooms, trash bags, etc.?

_____ Have arrangements been made for custodial service?

POST PROGRAM:

_____ Have all monies been deposited?

_____ Have all checks been issued, picked-up, delivered; bills paid?

_____ Has all borrowed equipment been returned?

_____ Have thank you notes/letters been sent to the appropriate people?

_____ Has a program evaluation and report been discussed and filed for future reference?