PROGRAM PLANNERS CHECKLIST

The First Step

- ☐ Name of Program
- ☐ Determine budget/budget source
- ☐ Select dates and alternative dates
- ☐ Estimate attendance
- ☐ Determine meeting room/lobby needs
- ☐ Determine catering needs
- ☐ Schedule Room/Catering services
- ☐ If outside event, schedule rain back-up location

Planning Phase

1. Room Set-up

- ☐ Determine type of set-up needed
  - ___ Theater
  - ___ Classroom
  - ___ Conference
  - ___ Banquet
- ☐ Remember extra tables
  - ___ Refreshments
  - ___ Registration
  - ___ Awards
  - ___ Displays
- ☐ Determine need for additional equipment
  - ___ White board
  - ___ Flip Chart
  - ___ Wall/ceiling decorations – check with ACAC
  - ___ Secure table linens/water service from catering

2. Technical Services

- ☐ Find out from the presenter their needs – don't assume you know.
- ☐ Determine equipment & technician needs & secure through Technical Operations Manager.
- ☐ If contract with performer involved, check requirements with Technical Operations Manager.
- ☐ Basic Audio/Visual Equipment Needed:
  - ___ Podium w/microphone (single microphone for meetings with small to med. Crowds)
  - ___ VCR & Monitor
  - ___ Slide Projector & Screen
  - ___ Hearing Assistance
  - ___ Closed Captioning
  - ___ Advanced Technical Support:
  - ___ Sound System (multiple microphones for meetings with medium crowds – may need to hire outside support)
  - ___ Theatre-like stage lights

3. Catering Needs

- ☐ Determine if meal or refreshments needed & plan room/table set-up accordingly
- ☐ Determine other needs:
  - ___ Water pitcher/glasses for speaker
  - ___ How many people to seat at head table
  - ___ Skirt & drape head table
  - ___ Water pitcher and glasses
  - ___ Flowers/decorations for tables
  - ___ Beer/alcohol service (if applicable)
  - ___ Complete alcohol registration form at Dean of Students Office

4. Marketing & Publicity

- ☐ Cover Who, What, When, Where
- ☐ Brochure/poster/flyer design approved by Appropriate source
- ☐ Copies to ACAC staff
- ☐ Media coverage – involve University Relations

5. Support Functions

- ☐ Coat check
- ☐ Additional signage in building/street
- ☐ Any special ADA equipment needed?
- ☐ Security
- ☐ Extra custodial support needed
- ☐ Parking
- ☐ Rehearsal/set-up time arranged
- ☐ Ushers – arrive early and show them around

Final Phase

- ☐ Return signed Room Reservation Form(s)
- ☐ Return room set-up sheets
- ☐ Process Purchase Orders for Audiovisual, Dining, Security and other applicable charges.
- ☐ Process payment on other types of arrangements (D.J., rental of equipment, etc.)
- ☐ Submit Insurance certificate (if applicable)
- ☐ Communicate changes (numbers, etc.) to ACAC staff
- ☐ Communicate guaranteed numbers to Dining Services 48 hours prior to program

Time of Program

- ☐ Arrive early & check in with ACAC staff
- ☐ Check room set-up
- ☐ Show ushers the hearing assistance device, Programs, handicap seating, etc.
- ☐ Arrange registration/special signs
- ☐ Know & enforce TU & ACAC alcohol policy
- ☐ Greet the guests/audience