

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