|  |  |
| --- | --- |
| Program TYPE | large Party in non fraternity quad house space |
| EVENT TITLE |  |
| Event Date |  |
| location |  |
| Event Start Time |  |
| Event End time |  |
| Location Occupancy |  |
| Event Lead(s)  Contact phone # |  |
| Ticket quantity |  |
| ticket prices (ur students, staff, general) |  |
| Event managers (1 per 25 students) and their cell phone #s |  |
| Co- sPONSORS |  |
| BUDGET (INCLUDING BUDGET TYPE) |  |
| VEMS reservation # |  |

Things to do **BEFORE** Activity Registration and **Before** Event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | **Logistics** | **Person Assigned** | **Notes** |
|  | Reserve location on VEMS at least 30 days in advance | VEMS Contact |  |
|  | Assign event managers (1 event manager per 25 students) |  |  |
|  | Review [Large Event Protocol](https://www.rochester.edu/college/wcsa/assets/EventResources/LargeEventProtocol.pdf). |  |  |
|  | Set ticket prices and quantities  (UR student tickets MUST be priced lower than any other ticket) |  |  |
|  | If you are using mobile box office, set those prices and quantities. Make sure to select MBO in the activity registration form. |  |  |
|  | If you are having off campus guests, how many and what ages? Are there any minors (non UR students under the age of 18)? |  |  |
|  | Who is keeping track of the off-campus guest list? How are you tracking off campus guests? |  |  |
|  | Who is responsible for communicating behavior expectations to off-campus guests and the consequences of not following those expectations? |  |  |
|  | Check your budget to see how much money you have for the space, DPS, and DJ |  |  |
|  | Identify who the DJ will be– get price quotes and invoices/contracts to your advisor. |  |  |
|  | Go over behavioral expectations of DJ. Are there songs you don’t want played? When should they stop playing? Etc. |  |  |
|  | If you are having guest performances, identify those and work with your advisor to get them on the list |  |  |
|  | Develop marketing plan (banner reservations, posters, socials, etc.) Please see flyer guidelines for what is appropriate and what information needs to be on the flyers. |  |  |
|  | Are you going to need signage? Prepare that ahead of time and check signage on the activity registration form |  |  |
|  | Create a risk management plan for the event |  |  |
|  | Meet with your advisor to go over activity registration |  |  |
|  | Register your event on CCC (MIN 30 days in advance) |  |  |

Things to do **during** Activity Registration but **before** event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Set up a walkthrough meeting with your advisor, ECM, and DPS AFTER you submit the activity registration. Ideally schedule this for one week before the event. |  |  |
|  | Meet with production company and/or DJ if using outside company for production |  |  |
|  | If there are contracts to sign, work with your advisor DO NOT SIGN CONTRACTS YOURSELF |  |  |
|  | Fill out all green forms for anything you need to have paid before the show |  |  |
|  | If your vendors need parking, work with your advisor to get parking passes |  |  |
|  | Have a meeting with your event managers. Review roles and expectations for day of event. Discuss how event managers will be visible to DPS. |  |  |
|  | Who is helping set up? Who is helping clean up ? |  |  |
|  | Will you need crowd control? Stanchions? |  |  |
|  | If using the ballroom, schedule a meeting with ECM 2-3 weeks before the event to discuss lighting for the event. |  |  |
|  | Keep checking your CCC chat – all show notes will be in there |  |  |

Things to do **Day of/during** Event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Put up any signage needed |  |  |
|  | Set-up/decorations. Please note any restrictions on what decorations you can and cannot use and how you must hang decorations. |  |  |
|  | Have an event manager check in before event |  |  |
|  | Final DJ/production check in before event |  |  |
|  | Final check in with public safety. Make sure you’ve sent the off campus guest list to them by 6pm latest the night of the event. |  |  |
|  | Final service provider meeting. Should occur no later than 30 minutes before the start of the event and should include DPS, ECM, org advisor, event managers, campus center building managers, and a DJ (if necessary). Make sure to discuss all emergency procedures and decision makers. |  |  |
|  | Print out a sign-up sheet. Bring sign-up sheet and pens to registration table in order to sign in off campus guests. |  |  |
|  | Who is greeting Mobile Box Office when they get there? |  |  |
|  | Clean up space |  |  |

Things to do **after** Event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Complete any green forms that haven’t been completed yet |  |  |
|  | Have an event manager debrief. What went well? What didn’t? Add to transition documents for the future. |  |  |
|  | Do activity reflection (if you’re a CSO) |  |  |
|  | Meet with advisor to de-brief (include DPs and ECM if you feel it is applicable) |  |  |
|  |  |  |  |

**ACTIVITY NOTES:**