**Wilson Commons Student Activities**

**Program Planning Worksheet**

Identify the tasks that need to be completed for your program and delegate them. Set a check-in and completion date for EVERY task. Not every task will be needed for every program.

**Budget and Finance:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person Assigned To** | **Check-In Date** | **Date to be completed by** |
| Prepare the budget, receive quotes from vendors |  |  |  |
| Identify other avenues for funding (co-sponsorships) |  |  |  |
| Prepare and sign contracts |  |  |  |
| Arrange for transfer of funds |  |  |  |
| Begin processing payment requests |  |  |  |
| Reserve a cash box (if needed) |  |  |  |
| Fundraising Form |  |  |  |

**Logistics:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person Assigned To** | **Check-In Date** | **Date to be completed by** |
| Ensure staffing capabilities |  |  |  |
| Check for conflicts with larger university events |  |  |  |
| Reserve Space/Facility |  |  |  |
| Rain or cancellation plan |  |  |  |
| Diagram event with ECM |  |  |  |
| Decide on theme/decorations |  |  |  |
| Purchase Materials |  |  |  |
| Co-Sponsor’s expectations and roles |  |  |  |
| Coordinate and hire entertainment |  |  |  |
| Arrange for Public Safety and/or radios |  |  |  |
| Contract with performer(s) |  |  |  |
| Arrange for disability accommodations |  |  |  |
| Reserve transportation |  |  |  |
| Develop program schedule |  |  |  |
| Invitations |  |  |  |
| Arrange for meals |  |  |  |
| Arrange for hotels |  |  |  |
| Insurance and permits |  |  |  |
| Meet with all key players regularly |  |  |  |
| Coordinate room setup and diagrams |  |  |  |
| Decide where signs are needed at the venue the day of the event |  |  |  |

**Publicity:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person Assigned To** | **Check-In Date** | **Date to be completed by** |
| Create a marketing plan (include platforms, dates) |  |  |  |
| Reach out to media outlets (if applicable) |  |  |  |
| Invitations |  |  |  |
| Acquire approved logos |  |  |  |
| Ad submissions (Weekend Highlights, The Report) |  |  |  |
| Decide on graphics to use |  |  |  |
| Create signs for use day of event |  |  |  |

**Catering:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person Assigned To** | **Check-In Date** | **Date to be completed by** |
| Estimate number of attendees |  |  |  |
| Reach out to vendors to get quotes |  |  |  |
| Set menu according to budget |  |  |  |
| Choose and meet with caterer |  |  |  |
| Is a temporary food permit necessary? Apply through the Sanitarian’s office |  |  |  |
| Determine arrangement and serving style |  |  |  |
| Confirm final count |  |  |  |
| Pay caterer after event |  |  |  |

**Event Support and ECM:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person Assigned To** | **Check-In Date** | **Date to be completed by** |
| Arrange for all equipment and labor (Event Registration) |  |  |  |
| Provide diagrams, maps, riders |  |  |  |

**Tickets:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person Assigned To** | **Check-In Date** | **Date to be completed by** |
| Ticket information in Event Registration |  |  |  |
| Decide how far in advance to start selling tickets |  |  |  |
| Where will tickets be sold?  (Online, Common Market, both?) |  |  |  |
| Advertise ticket sales |  |  |  |

**Confirm several days prior to event:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person Assigned To** | **Check-In Date** | **Date to be completed by** |
| Equipment use, setup, and event support |  |  |  |
| Public Safety |  |  |  |
| Caterer and hospitality |  |  |  |
| Transportation/hotel |  |  |  |
| Volunteer shifts |  |  |  |
| Set up and cleanup crews |  |  |  |
| Decorations |  |  |  |
| Final wave of publicity |  |  |  |
| Confirm all vendors |  |  |  |
| Prepare a supply bin |  |  |  |
| Payments and vendor checks for services |  |  |  |

**On the day of the event:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person Assigned To** | **Check-In Date** | **Date to be completed by** |
| Arrive early with supplies and decorations |  |  |  |
| Check setup per diagram and map |  |  |  |
| Get cash box, petty cash, and vendor payments |  |  |  |
| Transport guests or artists |  |  |  |
| Prep venue with signage |  |  |  |
| Instruct and place volunteers |  |  |  |

**After the event:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person Assigned To** | **Check-In Date** | **Date to be completed by** |
| Clean up spaces |  |  |  |
| Reflect as a group and fill out an activity reflection form |  |  |  |
| Count ticket stubs from sales |  |  |  |
| Send Thank You’s |  |  |  |

**Large Scale Event Protocol**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person Assigned To** | **Check-In Date** | **Date to be completed by** |
| Additional crowd control devices needed? (Stanchions, etc.) |  |  |  |
| Private car rental needed for VIP? |  |  |  |
| Accommodations for VIP |  |  |  |
| Green Room setup for VIP |  |  |  |