

## 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:

	<u>Person Assigned To</u>	<u>Check-In Date</u>	<u>Date to be completed by</u>
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:

	<u>Person Assigned To</u>	<u>Check-In Date</u>	<u>Date to be completed by</u>
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:**

	<u>Person Assigned To</u>	<u>Check-In Date</u>	<u>Date to be completed by</u>
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:**

	<u>Person Assigned To</u>	<u>Check-In Date</u>	<u>Date to be completed by</u>
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:**

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

**Tickets:**

	<u>Person Assigned To</u>	<u>Check-In Date</u>	<u>Date to be completed by</u>
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:**

	<u>Person Assigned To</u>	<u>Check-In Date</u>	<u>Date to be completed by</u>
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:**

	<u>Person Assigned To</u>	<u>Check-In Date</u>	<u>Date to be completed by</u>
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:**

	<u>Person Assigned To</u>	<u>Check-In Date</u>	<u>Date to be completed by</u>
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**

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