

Programming Checklist

Check Feasibility

- Check for Available Dates
- Possible Conflicts

Budget Resources

- Sum of all program expenses \$ _____
- Money currently available \$ _____
- Potential Income \$ _____

Human Resources

- Assess skills of group members
- Will outside help be need?

	Completion Date	Person Responsible	Projected Expense
PREPARATION TASKS			
Facility Reservations	_____	_____	\$ _____
Food/Catering	_____	_____	\$ _____
Contracts/Agreements	_____	_____	\$ _____
Financial Arrangements	_____	_____	\$ _____
Request for Purchase Form	_____	_____	\$ _____
Equipment requirements	_____	_____	\$ _____
Audio-Visual	_____	_____	\$ _____
Public Address	_____	_____	\$ _____
Tables/Chairs/Stage	_____	_____	\$ _____
Podium	_____	_____	\$ _____
Set-up/Decorations	_____	_____	\$ _____
Transportation	_____	_____	\$ _____
Lodging	_____	_____	\$ _____
Safety/Security	_____	_____	\$ _____
Hospitality	_____	_____	\$ _____
Ticket-takers	_____	_____	\$ _____
Clean-up	_____	_____	\$ _____
PUBLICITY			
Posters/Flyers	_____	_____	\$ _____
Letters/Announcements	_____	_____	\$ _____
Newspaper Ads	_____	_____	\$ _____
News releases	_____	_____	\$ _____
Radio/TV Ads	_____	_____	\$ _____
BGSU Web Events Calendar	_____	_____	\$ _____
Table Tents	_____	_____	\$ _____
Handbills	_____	_____	\$ _____
Other	_____	_____	\$ _____
EVENT TASKS			
Review Checklist	_____	_____	\$ _____
Assist with last minute problems	_____	_____	\$ _____
FOLLOW-UP			
Return Equipment	_____	_____	\$ _____
Close out financial records	_____	_____	\$ _____
Program summary	_____	_____	\$ _____
Evaluation of Program	_____	_____	\$ _____
Thank you notes	_____	_____	\$ _____