Program Checklist and Timeline

Program Title:_________________________________________________________
Date/Time/Location:_____________________________________________________

1. Early Stages: 3+ months prior to:
   □ Think about how you can make the event as inclusive as possible
   □ Write the email for your Advisor to send to reservations to reserve the space.
     o Include:
       ▪ Location and (preferred 2nd location option please)
       ▪ Date/Time-start time and end time
       ▪ Type of Event-Dance, Band, Speaker, Movie
       ▪ Narrative of event specifics and schedule
       ▪ Number of participants expected
       ▪ Audience focus-campus or community or both
       ▪ All technical equipment that will be needed
   □ Complete Contract If contracting a performer/speaker (with advisor)
     o Contract must be processed at least 3 months in advance.
   □ Create an inspiration document with design ideas for your promotion
   □

2. Six Weeks prior to:
   □ Develop Publicity Timeline for event
   □ Schedule Promotion Tables
   □ Print Banners/Posters, other promotional materials
   □ Order any food needed
   □ Create a supply checklist for your event
   □ Write a list of items that need to be purchased
   □

3. Four Weeks prior to:
   □ Confirm all audio, visual, technical equipment and or program script finalized with production staff.
   □ Confirm space arrangement details with reservations
     o Date and Time of event
     o Seating or space set-up information
     o Tables, chairs, needed
     o Other (dance floor, special accommodations, ticket holders, etc)
   □ Create the event on PantherSync
   □ Order event banners or large-printed items
   □ Set up event registration – if participants need to register beforehand
   □

Adapted from UW-River Falls
5. Three Weeks prior to:
   - Arrange for Ticket Sales
   - Determine accessibility needs, accommodations
   - Arrange for an interpreter if applicable
   - Create event program if applicable
   - Publicity (according to your timeline and checklist)
   - Determine how to gain feedback from the participants (paper survey, post-event survey on PantherSync, comment box, etc.)

6. Two Weeks prior to:
   - Determine volunteer needs and create sign-up
   - Publicity (according to your timeline and checklist)
   - Print liability waivers if needed
   - Print event signage
   - Gather all event supplies and materials

7. Week of and Day of:
   - Send confirmation emails to all those involved
   - Publicity (according to your timeline and checklist)

8. Post Event:
   - Complete Program Evaluation
   - Clean up and put away all event supplies and materials (event space, office, etc.)
   - Send thank you notes to volunteers, performers, special guests, and anyone that deserves a “thank you” for making the event a success!