# Program Checklist & Timeline

**Program Title:**  
**Date/Time/Location:**

## Early Stages – 3+ Months Prior
- **Plan for how you can make the event as inclusive as possible**
- **Reserve the space/location. Include the following details:**
  - Location – 2 options
  - Date/Start-Time & End-Time
  - Type of Event – Conference, Speaker, Dance, Band, Movie, etc.
  - Narrative of event specific schedule
  - Number of participants expected
  - Targeted audience – campus, community, or both
  - Technical equipment needs
  - Additional resources needs (chairs, tables, etc.)
  - Complete contract(s) (if contracting a performer/speaker)
  - Create an inspiration document with design ideas for promotion

## Four Weeks Prior
- **Confirm all audio, visual, and technical equipment required**
- **Confirm space arrangement details with appropriate campus office**
- **Seating or space set-up information**
- **Number of tables and chairs needed**
- **Other (podium, dance floor, special accommodations, etc.)**
- **Print banners/posters and other promotional materials**
- **Set up event registration**

## Two Weeks Prior
- **Create the “Day of the Event” Form**
- **Hold final planning meetings with all involved in the event (Planning Committee, Vendors/Contractors, Day-of Volunteers)**
- **Publicity (according to your timeline)**
- **Print liability waivers (if needed)**
- **Print event signage**
- **Gather all event supplies and materials**

## Three Weeks Prior
- **Determine accessibility needs and accommodations**
- **Determine volunteer needs and create sign-up**
  - **Publicity (according to your timeline)**
  - **Determine how to assess participants (paper survey, follow-up email survey, comment box, etc.)**
- **Test card swipe for attendance (if applicable) or create attendance tracking sheet**
- **Arrange for ticket sales (if applicable)**
- **Create event program (if applicable)**

## Week of & Day of:
- **Send confirmation emails to all involved in the event (Planning Committee, Vendors/Contractors, Day-of Volunteers)**
- **Publicity (according to timeline)**
- **Refer to the Day of Event Details Form**

## Post Event:
- **Clean up and put away all event supplies and materials (event space, office, etc.)**
- **Assess participants**
- **Complete program evaluation (as individuals and/or as group)**
- **Send thank you notes to all day-of volunteers and program planners**
- **Schedule wrap-up meeting with all members of the planning committee (if applicable)**