

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.
 - 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)
 - 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
 - Date and Time of event
 - Seating or space set-up information
 - Tables, chairs, needed
 - 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!
-
-