

# 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
- \_\_\_\_\_
- \_\_\_\_\_

## Six Weeks Prior

- Develop publicity timeline
- Schedule promotion tables
- Order any food needed from vending services
- Create a supply checklist for your event
- Develop a list of items that need to be purchased
- Reserve transportation and hotels if needed for presenters

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## 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
- .. \_\_\_\_\_
- .. \_\_\_\_\_

## 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)
- .. \_\_\_\_\_
- .. \_\_\_\_\_

## 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
- .. \_\_\_\_\_
- .. \_\_\_\_\_

## 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)
- .. \_\_\_\_\_
- .. \_\_\_\_\_

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