



# Fraternity and Sorority Program Planning

This checklist provides the basic requirements for programming at the University of Rochester. Use this as a helpful guide when planning your program. Further information can be found within this programming guide. Always contact John DiSarro, the OFSA Programming Coordinator, to determine the steps needed to implement your particular program.

- Reserve space for the event.** Contact Sandra Peters, the Wilson Commons Reservationist, to help you determine an appropriate location and to hold the space for your group.
- Contact Event Support.** They will help with any technical and logistic requirements for your event.
- Food.** To host an event with food not provided by Aramark, you must contact Pete Castronovo to fill out a Temporary Food Permit and to discuss particular challenges with your event.
- Transportation.** If you need buses for your event, you should contact Beverly Buscemi, our Transportation Coordinator, to discuss transportation options. All transportation must be approved by your organization's advisor, which for most events will be John DiSarro, the Programming Coordinator.
- Event Registration.** Events must be registered with the Dean of Students Office. Contact Matt Srodawa for more information.
- Advertisements.** Consider multiple methods of advertising, such as the CCC, the Weekly Buzz, posters and flyers, and the OFSA calendar.
- Meet liability requirements.** Some events require participants to sign liability waivers. When that happens, proof of insurance is required from your organization's national headquarters.

In addition to meeting these requirements, it is important that your program is ORGANIZED, innovative, creative, and imaginative! Use the following list as a chapter to assign tasks to group members and set deadlines.

## PROGRAMMING CHECKLIST

### 1. ORGANIZATION

- a) Is there enough time to plan this event between now and the scheduled date? Can deadlines be met?
- b) Does the program chairperson (or committee member) have the necessary time to do the job?
- c) Is the selected date of the event the best time? Does it conflict with exams, holidays, on/off campus programs, athletic events, etc.?
- d) Have you consulted with your advisor about the event?
- e) Are there funds available for the program? Does the group need to apply for supplemental funds?
- f) Have you talked about co-sponsorships with other student organizations, departments, or area businesses? Have you consulted with your advisor about any limitations regarding off-campus co-sponsorships?
- g) Is the desired space available?
- h) Are there people committed to do the work?
- i) Are there any risk management or insurance issues?
- j) Does the group want to support an activity of this sort?
- k) What are the objectives and criteria for evaluation?
- l) Has the program format been determined?

## 2. ARRANGEMENTS

- a) Has the space been reserved?
- b) Has the funding been approved by the group and the group advisor?
- c) Have proper arrangements been made with special services (i.e. catering, Event Support, facilities, parking, etc.)?
- d) Is your event geared toward the general public? Have you consulted with security about the event?
- e) Has the special equipment been ordered or reserved?
- f) Have the entertainers/presenters/opening acts been selected and approached?
- g) Have contracts been signed?
- h) Have accommodations and transportation been arranged for performers?
- i) Have tickets been ordered through Wilson Commons Ticket Service for advance and door sales?

## 3. PUBLICITY AND ADVERTISEMENT

- a) Has the event been announced to the campus community?
- b) Has someone been specifically appointed to be in charge of publicity?
- c) Are there volunteers to make large promotional signs, put them up, and take them down after the event?
- d) Have promotional materials been ordered and made to permit distribution and coverage of key areas at least two weeks prior to the event?
- e) Has publicity been distributed to all campus agencies?
- f) Have programs been designed and printed in time?

## 4. DECORATIONS

- a) Have the materials been ordered at least two (2) weeks in advance?
- b) Can decorations be prepared in advance?
- c) Has the decorating committee assigned tasks to best utilize members' talents?
- d) Do decorations comply with paper/special effect safety regulations?

## 5. REFRESHMENTS

- a) Does the Sanitarian need to be notified of the event? Have you filed for a temporary food event permit?
- b) Are you using an approved caterer?
- c) Has hospitality been arranged for the performer?
- d) Have arrangements been made for the pick-up, serving, and clean-up?

## 6. GUESTS

- a) Has a guest list been prepared?
- b) Has special seating been reserved and labeled?
- c) Do you need a sign language interpreter?

## 7. EVENT MANAGEMENT

- a) Who is the contact person during the event?
- b) Have the group members been assigned tasks during the event?
- c) Do volunteers need to be recruited from other organizations?
- d) Are radios needed to communicate during the event?
- e) Has a volunteer been assigned as a runner?
- f) Is it necessary to reserve a SA van for the day of the event?

## 8. CLEAN-UP AND LOCK-UP

- a) Is there a clean-up committee and do they know what must be done?
- b) Have arrangements been made by the event chairperson to secure all money, facilities, and equipment?

## 9. POST-EVENT

- a) Have the bills been paid?
- b) Has all equipment - borrowed and rented - been returned?
- c) Have thank-you notes been sent to appropriate people?
- d) Have files, pictures, videotapes, or other items been archived for future years?
- e) Has a Program Evaluation been submitted?
- f) Has all money been deposited appropriately?