Wilson Commons Student Activities
Program Planning Worksheet

Identify the tasks that need to be completed and delegate them. Set a completion date for each task. Not all items will be needed for every program.

<table>
<thead>
<tr>
<th>Completion Due Date</th>
<th>Date Assigned to</th>
<th>Date Completed</th>
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**The budget and finances:**
- Prepare budget
- Identify funding co-sponsorships
- Prepare and sign contracts
- Arrange for transfer of funds
- Arrange for petty cash for day of
- Begin processing payment requests
- Reserve a cash box as needed
- Coordinate fundraising efforts

**Logistics:**
- Check calendars for conflicts
- Reserve space or facility
- Rain or cancellation plan
- Reserve a flex wedge
- Use of approved logos on publicity
- Map or diagram of event
- Publicity and PR plan
- Decide on theme
- Decorations
- Purchase materials
- Co-sponsors’ expectations and roles
- Staff shirts or volunteer passes
- Coordinate and hire entertainment
- Arrange for security and/or radios
- Contract with performer(s)
- Arrange for disability accommodations
- Reserve transportation (SA vans/buses)
- Develop program schedule
- Design poster(s)
- Create signage
- Invitations
- Arrange for meals
- Arrange for hotels
- Insurance and permits
- Meet with all key players regularly
- Coordinate room setup/diagrams
Write and submit ads

**Catering:**
Set menu according to budget
Choose and meet with caterer
Coordinate with Sanitarian/permits
Determine seating arrangements
Confirm final count/guarantee
Pay caterer after event

**Event Support/Tech:**
Arrange for all equipment and labor
Provide diagrams, maps, riders

**Tickets:**
Order tickets and put on sale
Determine sales locations
Submit payment for tickets
Pre-print tickets in advance
Schedule ticket takers & door sales
Bring online Will Call tickets to venue
Count stubs after event

**Confirm several days prior to event:**
Facility rental and setup
Equipment use, setup & event support
Security
Caterer and Hospitality
Transportation/hotel
Ticket sales
Volunteers
Set –up and clean-up crews
Decorations
Final wave of publicity
Confirm all vendors
Prepare a supply bin
Payments & vendor checks for services

**On the day of the event:**
Arrive early with supply bin
Check setup per diagram and map
Get cash box, petty cash, financials
Transport guests or artist
Prep venue with signage
Instruct and place volunteers

**After the event:**
Clean up spaces
Evaluate
Count ticket stubs from sales
Fill out Program and Event Eval Form
Set a program debrief meeting
Send Thank You’s