**Event Checklist**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_:\_\_ to \_\_:\_\_ Sponsoring Group:

**Phase 1: 4 Weeks Before The Event**

\_\_\_\_\_ Event Activities Defined

\_\_\_\_\_ Budget Defined and Approved

\_\_\_\_\_ Event Approved by Club Advisor

\_\_\_\_\_ Event Request Form Approved

\_\_\_\_\_ Performer Contacted. Verbal Agreement.

\_\_\_\_\_ Provisional Contract and Rider Received

\_\_\_\_\_ Contract turned into Director of Student Activities

\_\_\_\_\_ Publicity Plan Developed

**Phase 2: 3 Weeks Before The Event**

\_\_\_\_\_ Purchase Publicity Supplies

\_\_\_\_\_ Submit Catering Needs (if needed)

\_\_\_\_\_ Book Hotel If Needed For Performer

**Phase 3: 2 Weeks Before The Event**

\_\_\_\_\_ Delegate Tasks to Committee Members

\_\_\_\_\_ Contract Signed by Business Services and Mailed

\_\_\_\_\_ Mail Map and Special Instructions to Performer

\_\_\_\_\_ Implement Publicity Plan

**Phase 4: 1 Week Before The Event**

\_\_\_\_\_ Confirm A/V and Maintenance Needs

\_\_\_\_\_ Pick-up Performer Check from Business Office

\_\_\_\_\_ Prizes and Event Supplies Purchased

**Phase 5: Day of Event**

\_\_\_\_\_ Set-up Event Site

\_\_\_\_\_ Meet Performer

\_\_\_\_\_ Confirm Event Activities with Security Present

\_\_\_\_\_ Deliver Check to Performer

\_\_\_\_\_ Turn in Any Cash Received to the Business Office

**Phase 6: 3 Days After The Event**

\_\_\_\_\_ Send Thank You Note to Performer

\_\_\_\_\_ Create Event File for Records

\_\_\_\_\_ Keep A Copy of the Publicity File