



## Checklist for Events

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

Event Date: \_\_\_\_\_

Complete the following to help host the smoothest event possible! On each line put the date and person who has completed the activity. Make sure that each person on the event committee has a copy of this form.

**Before you decide on proceeding with an event consider the following:**

- Does it further the purpose of our organization?
- Do we have the people committed to helping coordinate it?
- Does this program meet the needs of our organization and the students of UA Fort Smith?
- Assign people specific tasks and prepare to hold them accountable.

### 1. APPROVAL

(Date Completed/Person Responsible on each line)

\_\_\_\_\_ Registration of Organization Event form submitted to Student Activities a minimum of two (2) weeks out.

\_\_\_\_\_ Registration of Organization Event form approved/denied and returned by Student Activities.

### 2. PUBLICITY

\_\_\_\_\_ Design advertising campaign four (4) weeks out. Advertising campaign should include:

- ? Fliers
- ? Pipeline Announcement
- ? Sidewalk Chalking
- ? Electronic Message Boards
- ? Banners
- ? Table Tents

\_\_\_\_\_ All publicity approved by Student Activities as soon as organization wants publicity posted. (The SAO stamps fliers each Friday.)

\_\_\_\_\_ If professional signage is to be utilized, contact the Audio/Visual department three (3) weeks out.

\_\_\_\_\_ For outside media request, contact **via e-mail** the director of student programs three (3) weeks out.

**3. OTHER ORGANIZATION PARTICIPATION**

- \_\_\_\_\_ Ask for clubs' participation a minimum of six (6) weeks out.
- \_\_\_\_\_ Send participation forms outlining dates/times/expectations/goals a minimum of four (4) weeks out.
- \_\_\_\_\_ Host informational meeting four (4) weeks out.
- \_\_\_\_\_ Hold training sessions two (2) weeks out.

**4. FACILITY**

- \_\_\_\_\_ Schedule with Coletta Furner four (4) weeks out.
- \_\_\_\_\_ Equipment scheduled four (4) weeks out.
- \_\_\_\_\_ Room set-up/Layout finalized two (2) weeks out.
- \_\_\_\_\_ Decide and contract for centerpieces a minimum of four (4) weeks out.

**5. FOOD SERVICES**

- \_\_\_\_\_ Contact Barbara Lamblin with University Dining Services to coordinate food needs two (2) weeks out.

**6. VOLUNTEERS**

- \_\_\_\_\_ Volunteer needs outlined and job duties defined four (4) weeks out.
- \_\_\_\_\_ Volunteer training session (if needed) scheduled with Coletta Furner four (4) weeks out.
- \_\_\_\_\_ Volunteer training session agenda designed one (1) week out.
- \_\_\_\_\_ If the event is for scholarship credit, please give the appropriate information (date, time, location of the event, volunteer arrival time, appropriate event attire, number of scholarship hours earned) to Student Activities four (4) weeks out.

**7. T-SHIRTS**

- \_\_\_\_\_ If t-shirts are to be made, contact the campus store a minimum of 10 weeks in advance regarding pricing and design.
- \_\_\_\_\_ Contract with t-shirt company to place order a minimum of eight (8) weeks in advance.

**8. SUPPLIES**

- \_\_\_\_\_ What supplies do you need to coordinate this event, i.e. goodies, give-aways, etc.?

**9. SPEAKERS**

- \_\_\_\_\_ If you are having a speaker as part of your program, please contact your choices eight (8) weeks out. Be prepared to discuss what you would like your speaker to speak about. Give this person a time limit.
- \_\_\_\_\_ If the speaker is a local, state, or federal official, please notify the office of the Chancellor a minimum of two (2) weeks in advance of the scheduled event.
- \_\_\_\_\_ Follow-up with your speaker to confirm that they know the date, time, location of your event at three (3) weeks out.
- \_\_\_\_\_ Confirm with your speaker again 48 hours out.
- \_\_\_\_\_ Assign a committee person to introduce your speaker. This opening announcement should include information about the group, awards earned and other interesting information.
- \_\_\_\_\_ Write a thank-you note to speaker within 48 hours after the event.

**10. PERFORMERS**

- \_\_\_\_\_ Contact your performer’s availability a minimum of 10 weeks out.
- \_\_\_\_\_ Sign contract with performer once confirmed with performer, Coletta Furner and Student Activities a minimum of eight (8) weeks out.
- \_\_\_\_\_ Make any travel/hotel arrangements a minimum of six (6) weeks out.
- \_\_\_\_\_ Make meal arrangements if applicable with University Dining Services two (2) weeks out.
- \_\_\_\_\_ Arrange for dressing room space with Coletta Furner if needed four (4) weeks out.
- \_\_\_\_\_ Consider making “Welcome to UA Fort Smith” banners for their dressing room.
- \_\_\_\_\_ Consider having a goodie bag with UA Fort Smith information, t-shirt, goodies, etc. as well as information about Fort Smith.
- \_\_\_\_\_ Make arrangements if a student needs to pick up the performer from the airport two (2) weeks out.
- \_\_\_\_\_ Assign a committee person to introduce your act one (1) week out.
- \_\_\_\_\_ This opening announcement should include information about the group, awards earned and other interesting information.
- \_\_\_\_\_ Confirm with your act again 48 hours out.
- \_\_\_\_\_ Write thank-you note after the event within 48 hours after the event.

**11. PROGRAMS**

- \_\_\_\_\_ Design programs a minimum of four (4) weeks out.
- \_\_\_\_\_ Get programs to Duplication for copies two (2) weeks out.
- \_\_\_\_\_ Coordinate with Volunteer Coordinator to have volunteers distribute programs or place on chairs.

**12. PHOTOGRAPHER**

- \_\_\_\_\_ Schedule a photographer.
- \_\_\_\_\_ Make a list of the types of pictures that you’d like him/her to capture.

### **13. INVITATIONS**

\_\_\_\_\_ Are there any faculty, staff or upper administration that you should invite to this event?

**NOTES:**

## By Time Frame

### TEN WEEKS OUT

\_\_\_\_\_ Contact your performer's availability a minimum of 10 weeks out.  
\_\_\_\_\_ If t-shirts are being made, contact the campus store a minimum of 10 weeks in advance regarding pricing and design.

### EIGHT WEEKS OUT

\_\_\_\_\_ Sign contract with performer once confirmed with performer, Coletta  
\_\_\_\_\_ Furner and Student Activities a minimum of eight (8) weeks out.  
\_\_\_\_\_ If you are having a speaker as part of your program, please contact  
\_\_\_\_\_ your choices eight (8) weeks out. Be prepared to discuss what you  
\_\_\_\_\_ would like your speaker to speak about. Give this person a time limit.  
\_\_\_\_\_ Contract with t-shirt company to place order a minimum of eight (8)  
\_\_\_\_\_ weeks in advance.

### SIX WEEKS OUT

\_\_\_\_\_ Ask for clubs' participation a minimum of six (6) weeks out.  
\_\_\_\_\_ Make any travel/hotel arrangements a minimum of six (6) weeks out.

### FOUR WEEKS OUT

\_\_\_\_\_ Design advertising campaign four (4) weeks out. Advertising  
\_\_\_\_\_ campaign should include:  
\_\_\_\_\_ ? Fliers  
\_\_\_\_\_ ? Pipeline Announcement  
\_\_\_\_\_ ? Sidewalk Chalking  
\_\_\_\_\_ ? Electronic Message Boards  
\_\_\_\_\_ ? Banners  
\_\_\_\_\_ ? Table Tents  
\_\_\_\_\_ Send participation forms to participating clubs outlining  
\_\_\_\_\_ dates/times/expectations/goals a minimum of four (4) weeks out.  
\_\_\_\_\_ Host informational meeting for other organizations four (4) weeks  
\_\_\_\_\_ out.  
\_\_\_\_\_ Schedule facilities with Coletta Furner four (4) weeks out.  
\_\_\_\_\_ Equipment scheduled four (4) weeks out.  
\_\_\_\_\_ Decide and contract for centerpieces a minimum of four (4) weeks  
\_\_\_\_\_ out.  
\_\_\_\_\_ Volunteer needs outlined and job duties defined four (4) weeks out.  
\_\_\_\_\_ Volunteer training session (if needed) scheduled with Coletta Furner  
\_\_\_\_\_ four (4) weeks out.  
\_\_\_\_\_ If the event is for scholarship credit, please give the appropriate  
\_\_\_\_\_ information (date, time, location of the event, volunteer arrival time,  
\_\_\_\_\_ appropriate event attire, number of scholarship hours earned) to  
\_\_\_\_\_ Student Activities four (4) weeks out.  
\_\_\_\_\_ Arrange for dressing room space with Coletta Furner if needed four  
\_\_\_\_\_ (4) weeks out.  
\_\_\_\_\_ Design programs a minimum of four (4) weeks out.

**THREE WEEKS OUT**

- \_\_\_\_\_ If professional signage is to be utilized, contact the Audio/Visual department three (3) weeks out.
- \_\_\_\_\_ For outside media request, contact Sondra LaMar three (3) weeks out.
- \_\_\_\_\_ Follow-up with your speaker to confirm that they know the date, time, location of your event at three (3) weeks out.

**TWO WEEKS OUT**

- \_\_\_\_\_ Registration of Organization Event form submitted to Student Activities a minimum of two (2) weeks out.
- \_\_\_\_\_ Hold volunteer training sessions two (2) weeks out.
- \_\_\_\_\_ Room set-up/Layout finalized two (2) weeks out.
- \_\_\_\_\_ Contact Barbara Lamblin with University Dining Services to coordinate food needs two (2) weeks out.
- \_\_\_\_\_ Make meal arrangements if applicable with University Dining Services two (2) weeks out.
- \_\_\_\_\_ Make arrangements if a student needs to pick up the performer from the airport two (2) weeks out.
- \_\_\_\_\_ Get programs to Duplication for copies two (2) weeks out.
- \_\_\_\_\_ If the speaker is a local, state, or federal official, please notify the office of the Chancellor a minimum of two (2) weeks in advance of the scheduled event.

**ONE WEEK OUT**

- \_\_\_\_\_ Volunteer training session agenda designed one (1) week out.
- \_\_\_\_\_ Assign a committee person to introduce your speaker or act. This opening announcement should include information about the group, awards earned and other interesting information.

**FORTY-EIGHT HOURS OUT**

- \_\_\_\_\_ Confirm with your speaker/act again 48 hours out.

**MISCELLANEOUS**

- \_\_\_\_\_ Registration of Event form approved/denied and returned by Student Activities.
- \_\_\_\_\_ All publicity approved by Student Activities as soon as organization wants publicity posted.
- \_\_\_\_\_ What supplies do you need to coordinate this event, i.e. goodies, give-aways, etc.?
- \_\_\_\_\_ Consider making "Welcome to UA Fort Smith" banners for their dressing room.
- \_\_\_\_\_ Consider having a goodie bag with UA Fort Smith information, t-shirt, goodies, etc. as well as information about Fort Smith.
- \_\_\_\_\_ Coordinate with Volunteer Coordinator to have volunteers distribute programs or place on chairs.
- \_\_\_\_\_ Write thank-you notes to speaker/act.