EVENT PLANNING CHECKLIST

Event_____ **Lead Committee:**_____

Date:_____ **Time**_____ **Location**_____

BEFORE EVENT	DATE COMPLETED	COMMENTS
Register event with Campus Life		
Check with Development Director (Nick Orosan) if wanting co-sponsors, prizes, etc.		
Complete & submit Event Registration Form		
Complete & submit Funding Request Form		
Estimate budget		
Identify co-sponsors if any		
Verify location availability (Ann Ireland)		
Setup form completed and sent (10 days in advance min.)		
Create list of technical needs (sound, stage, tables, etc.)		
Create list of supplies needed (tickets, decorations, food)		
Determine need for security staff		
Performer's signed contract received		
OSU contract sent		
OSU signed contract received		
Purchase Order request to Business Office		
Hotel Reservations made Confirmation #		
Transportation needed?		
Meals Required (host?)		
Submit sign request form to Campus Life		
Event Boards done		
Publicity – created		
Publicity posted		
Prepare evaluation for event		
Sign up sheet for volunteers		
Determine if someone to sell merchandise/food		
Theatre event – confirm concession sales, ushers, etc.		
If outside food – confirm delivery		
Screensavers for event in Union		
View rider for setup needs		
Advancing for event		
Contact business office follow up on pay request		
Check in safe for performer		
DAY OF EVENT		
Make sure room is set up		
Create signs for food/beverage sales		
Sound system or other setup		
Hospitality for performer (water, etc.)		
Meal arrangements for performer		
Counter for attendance		
Pay for performer		
Greet entertainer		
Checklist of needs		
If preparing box office, get money for cash drawer, print house blanks, prepare seating chart, prepare presold seats		