

## PROGRAM PLANNING CHECKLIST

**This form should be used to help you consider all aspects of your group's program needs.  
It is for your use only, not an official form to schedule your event.**

Program Name: \_\_\_\_\_

Program Date: \_\_\_\_\_

Program Time: \_\_\_\_\_

Desired Location: \_\_\_\_\_

### **SCHEDULING**

- Are there any possible conflicts with other events scheduled on the same day?
- Have you checked the Events Calendar online at the Messiah website?
- Have you scheduled the event with enough time in advance?
- Have you requested space?            YES            NO
  - Is the venue appropriate for the event?
  - Completed an Event Calendar Form?
  - Space reservation should be confirmed at least one month prior to event.
- Are there any specific requirements for a specially requested facility?
  - Facility arrangements / Room setup?
  - Contractual agreements?

### **EQUIPMENT**

YES

NO

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Staging / Risers | <input type="checkbox"/> Chairs       |
| <input type="checkbox"/> Sound Systems    | <input type="checkbox"/> Audio Visual |
| <input type="checkbox"/> Lighting         | <input type="checkbox"/> Projector    |
| <input type="checkbox"/> Screens          | <input type="checkbox"/> Podium       |
| <input type="checkbox"/> Easels           | <input type="checkbox"/> Microphones  |
| <input type="checkbox"/> Divider Screens  | <input type="checkbox"/> Standing     |
| <input type="checkbox"/> Tables           | <input type="checkbox"/> Wireless     |

### **FOOD**

YES

NO

- Have you decided on a menu?
- Confirmed expenses with Catering?

### **SUPPORT SERVICES**

- |  |   |
|--|---|
| <input type="checkbox"/> Dining Services | <input type="checkbox"/> Campus Events  |
| <input type="checkbox"/> Safety          | <input type="checkbox"/> Fleet Services |

### **PERFORMERS/BANDS/SPEAKERS**

- Have you contacted the performers/speakers to discuss their needs?
  - Transportation to Messiah College?
  - Time of arrival / departure?
  - Accommodations?
  - Food?
  - Payment methods?
  - Confirmed Honoraria?
- Have all necessary checks for performers been prepared for the day of the event?

## **FACILITIES**

Will additional setup and / or take down be needed?

Will you need dressing rooms (or a green room)?

## **CONTRACTING**

**YES**

**NO**

Has your advisor seen and signed the contracts?

Have contracts been mailed / given to the appropriate people?

Have you submitted a request for payment form?

All contracting should be completed at least 2 weeks prior to the date of the event.

## **PRINTING COSTS**

Have you considered costs of printing programs / tickets / advertising?

## **TICKET SALES**

**YES**

**NO**

Where are tickets being sold?

What is the targeted / expected attendance? \_\_\_\_\_

When do tickets go on sale? \_\_\_\_\_

Number of complimentary tickets? \_\_\_\_\_

Number of student tickets? \_\_\_\_\_

Cost per ticket? \_\_\_\_\_

Number of non-student tickets? \_\_\_\_\_

Cost per ticket? \_\_\_\_\_

How have ticket sales been progressing (will expected attendance be met)?

## **PARKING CONSIDERATIONS**

For those involved in the event?

For those attending the event?

Have parking needs for performers (buses, vans) been discussed with Safety?

## **PUBLICITY**

What forms of advertising have you used?

Swinging Bridge

Information Channel

Bulletin Boards

WVMM

Flyers

Social networking (Facebook)

Have you advertised the event with sufficient time?

**Caution:** Do not advertise the event until all of the above information has been confirmed.

## **REGISTER THE EVENT**

Any outdoor event requires an Event Calendar Form be completed. Forms are available in the Student Union or in the Campus Events Office. Depending on the event, several signatures may be needed. This form should be picked up 6-8 weeks prior to the scheduled event. It should be completed and confirmed at least 4 weeks prior to the event.

**REVIEW ALL ARRANGEMENTS TO DETERMINE IF DETAILS HAVE BEEN OVERLOOKED – 2 WEEKS BEFORE THE EVENT.**