

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

☐ Staging / Risers

☐ Sound Systems

☐ Lighting

☐ Screens

☐ Easels

☐ Divider Screens

☐ Tables

☐ Chairs

☐ Audio Visual

☐ Projector

☐ Podium

☐ Microphones

☐ Standing

☐ Wireless

FOOD

☐ YES

☐ NO

Have you decided on a menu?

Confirmed expenses with Catering?

SUPPORT SERVICES

☐ Dining Services

☐ Safety

☐ Campus Events

☐ 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.