

# PROGRAM CHECKLIST 2016-2017



Program Name	
Program Date	
Program Location	
Program Chair/person(s)	
Advisor/Staff at Event	

Person Responsible	Task	Date Completed
	Consult University Calendar for Conflicts	
	Facility and/or Room Reserved	
	Maintenance/Set up Request Submitted	
	Food Service Contract for Catering	
	Publicity Design	
	Publicity Approved by OSD	
	Publicity Distribution and Posting	
	Set Up Crew Organized	
	Clean Up Crew Organized	
	Entertainment Host	
	Equipment Arranged	
	Campus Security Contacted (If necessary)	
	Checked if room is available with Events Manager	

Additional space is provided to you to put in any additional tasks of which you wish to keep track.

**Also, remember to EVALUATE your program**