PROGRAM PLANNERS CHECKLIST

The First Step

- Name of Program
- Determine budget/budget source
- Select dates and alternative dates
- Estimate attendance
- Determine meeting room/lobby needs
- Determine catering needs
- Schedule Room/Catering services
- If outside event, schedule rain back-up location

Planning Phase

1. Room Set-up
   - Determine type of set-up needed
     - Theater
     - Classroom
     - Conference
     - Banquet
   - Remember extra tables
     - Refreshments
     - Registration
     - Awards
     - Displays
   - Determine need for additional equipment
     - White board
     - Flip Chart
     - Wall/ceiling decorations – check with ACSU
     - Secure table linens/water service from catering

2. Technical Services
   - Find out from the presenter their needs – don’t assume you know.
   - Determine equipment & technician needs & secure through Technical Operations Manager.
   - If contract with performer involved, check requirements with Technical Operations Manager.
   - Basic Audio/Visual Equipment Needed:
     - Podium w/microphone (single microphone for meetings with small to med. Crowds)
     - Advanced Technical Support:
       - Great Hall Only (speech only)
       - Sound System (multiple microphones for meetings with medium crowds – may need to hire outside support)
     - Theatre-like stage lights

3. Catering Needs
   - Determine if meal or refreshments needed & plan room/table set-up accordingly
   - Determine other needs:
     - How many people to seat at head table
     - Skirt & drape head table
     - Water pitcher and glasses
     - Flowers/decorations for tables
     - Beer/alcohol service (if applicable)
     - Complete alcohol registration form at Dean of Students Office

4. Marketing & Publicity
   - Cover Who, What, When, Where
   - Brochure/poster/flyer design approved by appropriate source
   - Copies to ACSU staff
   - Media coverage – involve University Relations

5. Support Functions
   - Additional signage in building/street
   - Any special ADA equipment needed?
   - Security
   - Parking
   - Rehearsal/set-up time arranged

Final Phase

- Return signed Room Reservation Form(s)
- Return room set-up sheets
- Process Purchase Orders for Dining and other applicable charges.
- Process payment on other types of arrangements (D.J., rental of equipment, etc.)
- Submit Insurance certificate (if applicable)
- Communicate changes (numbers, etc.) to ACSU staff
- Communicate guaranteed numbers to Dining By Dining’s deadline

Time of Program

- Arrive early & check in with ACSU staff
- Check room set-up
- Arrange registration/special signs
- Know & enforce TU & ACSU alcohol policy
- Greet the guests/audience