

Event Checklist

Event:		Date:	
Event Coordinator's Name:		Phone:	
Date of Event:	Email:		
Time:	Length of Program:		
Location Option 1:	Location Option 2:	Rain Site:	
Co-Sponsor(s) Contact Information:		Phone:	Email:
Expected Attendance:			

Main Performer's Name/Contact Information/Agent Information (if applicable):

Brief Description of the Event:

How does this event/program fit with the USD mission?

Budget Breakdown:			
Item	Amount (\$)	Item	Amount (\$)
Performer/Artist		Venue	
Decorations		Security	
Catering		Sound/Stage	
Publicity <ul style="list-style-type: none"> • RA distribution • Social Media • Kiosks 		Promotions/Giveaways	

Vendors Used:

Vendor's Name	Contact Name	Phone Number	Type of service(s) used:	Amount (\$)
(1)				
(2)				
(3)				
(4)				

Setting a date and time	Yes	Further Steps/Notes
Check the campus calendar for conflicts (www.sandiego.edu/about/calendars/)		
<input type="checkbox"/> Check with other programming organizations for conflicts, over programming or duplicate programming <i>such as AS, RHA, CASA, United Front, Greek Life etc.</i> (www.sandiego.edu/associatedstudents)		

Room Reservation (Campus Scheduling, x4592)	Yes	Further Steps/Notes
<input type="checkbox"/> Reserve room(s)/location(s) through the EvR Process: www.sandiego.edu/slic		
<input type="checkbox"/> Attach Email confirmation		
<input type="checkbox"/> Reserve rain location for event		
<input type="checkbox"/> Reserve dressing/green room(s)		

Room Set-Up	Yes	Further Steps/Notes
<input type="checkbox"/> Contact University Operations (x4592) with specific set up (Chairs, Tables, Trash Cans, Staging, Sound, etc.)		
<input type="checkbox"/> Recruit volunteers for any set-up or clean up needs (i.e., staging, seating, technical-sound/lights, decorations, etc.)		

Technical	Yes	Further Steps/Notes
<input type="checkbox"/> Check to see if sound system and lighting equipment meets contract requirements		
<input type="checkbox"/> Rent sound and light equipment if necessary		
<input type="checkbox"/> Check to see if electricity is adequate at event location		
<input type="checkbox"/> Recruit volunteers to assist with any load-in materials		

Contract	Yes	Further Steps/Notes
<input type="checkbox"/> Read contract and verify with Advisor/Director of Student Activities that contract provisions can be met		
<input type="checkbox"/> If liability or legal questions arise, contact Advisor/Director of Student Activities		
<input type="checkbox"/> Have Advisor/ Director of Student Activities sign and send contract with any initialed and dated changes		
<input type="checkbox"/> Send campus map/ directions to speaker/agent		
<input type="checkbox"/> Send Hotel confirmation number and phone number and brochure (if available)		
<input type="checkbox"/> Rider Attached?		
<input type="checkbox"/> Media Coverage (Do you think USDTV, The Vista or USD Radio will be interested in interviewing the performer/speaker?)		
<input type="checkbox"/> Meet any other contract provisions: <input type="checkbox"/> Meals <input type="checkbox"/> Audio/Video needs		

Hotel/Lodging <i>(USD has a relationship with Bartell Hotels (www.bartellhotels.com/usdpartnership/))</i>	Yes	Further Steps/Notes
<input type="checkbox"/> Make reservation		
<input type="checkbox"/> Have hotel name, directions, check-in time, check-out time, smoking policy and name the reservation is made under for performer.		
<input type="checkbox"/> Arrange for payment of room through Direct Bill or Credit Card (Does CC need to be present at check-in?)		
<input type="checkbox"/> Arrange Transportation to Hotel from Airport		
<input type="checkbox"/> Transportation		
Hotel Name:	Confirmation Number:	
Hotel Phone:	Hotel Contact Name:	
Notes:		

Travel	Confirmation #	Further Steps
Arrival: Name of Airline:	Arrival	
Departure: Name of Airline:	Departure	
Notes:		

Catering/Food (If using outside vendor, please contact Carol Norman, x8880 as professional courtesy)	Yes	Further Steps/Notes
<input type="checkbox"/> Catering Ordered		
<input type="checkbox"/> On-Campus Contact food service for any catering needs x4560		
<input type="checkbox"/> Off-Campus food cannot exceed over \$500 <input type="checkbox"/> Ordered: Pick Up/Delivery:		
<input type="checkbox"/> Appropriate Paper Products (Plates, Napkins, Cups)		
<input type="checkbox"/> Serving Items (Silverware, serving items, Dishes)		
<input type="checkbox"/> Make reservation for speaker at local restaurant if necessary		
<input type="checkbox"/> Obtain cash or check to pay for food		

Marketing (See Marketing Check-list under Forms on www.sandiego.edu/eventplanning)	Yes	Further Steps/Notes
<input type="checkbox"/> Add event to www.sandiego.edu/mypostings/ log-in page		
<input type="checkbox"/> Marketing Request Form in the Creative Zone, SLP 302 {submitted at least 3 weeks prior}; always include USD logo and AS Logo (appropriate images used) <i>(www.sandiego.edu/creativezone)</i>		
<input type="checkbox"/> Create Banner for Maher, Missions Crossroads, and Missions Parking Structure		
<input type="checkbox"/> To publicize off campus, contact Director of Student Activities <input type="checkbox"/> Send invitations/letters to specific student groups or faculty/staff members		
<input type="checkbox"/> Social Medias (Facebook, Twitter, etc.)		
<input type="checkbox"/> Think of any out of the box/unique marketing ideas		

Performer/Guest Details

- Who will be picking up the guest from the airport/hotel:
- Create a welcome gift/basket for guest (if necessary)
- Supply USD information to guest (Copy of Vista, organization flyers, current topics)

Money

- Fill out money request for check/payment (allow 7-10 working days)
- Do you need any cash for anything?
- How will the meal(s) be paid for?
- Arrange to pick up payment checks at Cashier Window (ext. 4809)

• <input type="checkbox"/> Who	Name:
• <input type="checkbox"/> When	Pick Up Date:

Tickets (will you be selling or using tickets for the event)	Yes	Further Steps/Notes	
<input type="checkbox"/> Create your own.			
<input type="checkbox"/> Request tickets to be printed from JCP.			
<input type="checkbox"/> Date for Sale:			
<ul style="list-style-type: none"> ○ USD Student.....\$ ○ Grad/Law.....\$ ○ Faculty/Staff.....\$ ○ Off Campus/Public.....\$ 			
<input type="checkbox"/> Provide information to UC Ticket Office and determine dates of sale <i>(Ticket Sale Form must be turned in five (5) days prior to ticket sales to the UC Box Office)</i>			

Security/Safety/Liability- Traffic & Parking	Yes	Further Steps/Notes	
<input type="checkbox"/> Do you need security? Contact Public Safety; Off-Campus Security contact Director of Student Activities, ext: 4802			
<input type="checkbox"/> Parking Arrangements (Reserved Spot for Performer; Reserved Lot <i>(www.sandiego.edu/parking)</i>			
<input type="checkbox"/> If a visitor is coming for your event, where will they park/ load-in/ load-out			
<input type="checkbox"/> Visitor Parking arranged <i>(www.sandiego.edu/parking)</i>			
<input type="checkbox"/> Location:			

Access/Credentials	Yes	Further Steps/Notes	
<input type="checkbox"/> Wristbands			
<input type="checkbox"/> Event Credentials? <i>(provide list of names)</i>			

Last Minute Event Tasks

- *The Week of the Event*

- Call performer, speaker or presenter to confirm
- Check performer contract to be sure all contract details have been or are being met
- Confirm lodging reservation(s)
- Confirm campus room reservation(s) & Confirm technical equipment
- Distribute last minute publicity
- Confirm volunteers who are helping with event
- Go through Event Checklist to be sure all is complete and ready

The Day Before the Event

- Be sure check has been cut and/or payment has been picked up for performer or other event needs

The Day of the Event

- Check room to be sure it is set up properly
- Check technical needs to be sure they are in place and working
- Obtain introduction from performer
- Be hospitable to performer, speaker, and/or presenter

At the Event

- Introduce event & Announce program sponsor
- Monitor audience
- Hand out Evaluation Forms/Pencils & Get a count of attendees

After the Event

- Take down all banners, posters, and sidewalk posting
- Return room to original set-up
- Write evaluation
- Send thank you notes (Committee, Departments, Businesses, Speaker/Guests)