

PROGRAM PLANNING CHECKLIST

**This form should be used to help you consider all aspects of our 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?

(<http://ems.messiah.edu/MasterCalendar/MasterCalendar.aspx>)

Have you scheduled the event with enough time in advance?

Have you requested space? Yes _____ No _____

Is the revenue appropriate for the event?

Completed an Event Calendar Form?

(http://www.messiah.edu/offices/conference_services/reservations.html)

Caution: the event calendar form must be signed and approved before signing a contract or advertising and event

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="radio"/> Staging/risers | <input type="radio"/> Chairs |
| <input type="radio"/> Sounds systems | <input type="radio"/> Audio Visual |
| <input type="radio"/> Lighting | <input type="radio"/> Projector |
| <input type="radio"/> Screens | <input type="radio"/> Podium |
| <input type="radio"/> Easels | <input type="radio"/> Microphones (standing or wireless) |
| <input type="radio"/> Divider screens | <input type="radio"/> Tables |

FOOD **YES** _____ **NO** _____

Have you decided on a menu?

Confirmed expenses with catering?

SUPPORT SERVICES

- Dining Service Campus Events
- Safety Fleet Services

PERFORMERS / BANDS / SPEAKERS

Have you contacted the performers / speaker to discuss their needs?

Have you completed an Outside Speaker Form?

(http://www.messiah.edu/offices/student_affairs/student_programs/clubs/documents/OffCampusSpeakerRequestForm.pdf)

Transportation to Messiah College?

Time of arrival / departure?

Accommodations?

Food?

Payment methods?

Confirmed Honoraria?

Have all necessary checks for performer 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.

Caution: do not advertise the event until all of the above information has been confirmed with Conference Services.

PRINTING COSTS

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

Caution: do not have anything printed or start advertising the event until all of the above information has been confirmed with Conference Services.

TICKET SALES

YES _____

NO _____

Will you be using hand stamps or wristbands?

Where are tickets being sold?
What is the target/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)?
The ticket office will help you once the basic needs are established

PARKING CONSIDERATIONS

For those involved in the event?
For those attending the event?
Have parking needs for performer (buses, vans) been discussed with Dept of Safety?

PUBLICITY

What forms of advertising have you used?

- Mass Email
- Swinging Bridge
- Informational Channel 6
- 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 with Conference Services.

REGISTER THE EVENT

Any outdoor event requires an Event Calendar Form be completed.
Paperless forms are available online at the Conference Services webpage at http://www.messiah.edu/offices/conference_services/reservations.html and can be emailed around for signatures. Depending on the event, several signatures may be needed. This form should be completed 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.
GIVE YOURSELF 2 WEEKS BEFORE THE EVENT.**