

GREENSBORO COLLEGE~Office of Student Activities
PROGRAM CHECKLIST FOR STUDENT ORGANIZATIONS

WHO: Responsibility	WHAT: Description of Task/Action/Commitment	WHEN: Deadline	COMMENTS
	Brainstorm program purpose/goals, target audience, budget, and possible outside entities affected		
	Contact speaker, performer agent and price checks (complete check request/forms for performer)		
	Check university and community calendars for conflicts		
	Make facility reservations. Research costs, security, noise, deposits, technical equipment, forms completed, etc.		
	Research safety and liability issues		
	Coordination with Advisor, Director of Student Act.		
	Develop a promotional and marketing/publicity plan (cost, types, distribution, timing, press release, PSA)		
	Catering logistics		
	Research and review any contract issues		
	Develop program/event itinerary		
	Review, develop event volunteers/staffing		
	Design/order printed programs, tickets for event		
	Plan hospitality, set-up, decorations, concessions		
	Plan pre-event calendar and itinerary for conclusion of logistics		
	Arrange cash and money exchange issues		
	Complete contract items and purchasing paperwork		
	Transportation details		
	Do sound/light/facility checks before event		
	Develop evaluation/assessment mechanism for event		
	Plan clean up of event		
	Finalize all receipts and accounting issues		
	Take down old publicity		
	Send Thank You notes		

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