

# PROGRAMMING CHECKLIST

Here's a simple sheet to keep track of things while planning your event! Feel free to create other worksheets sheets to keep you organized during the planning process

## WHO?

Targeted Audience: \_\_\_\_\_

# of Estimated people Attending: \_\_\_\_\_

Guests during Event: \_\_\_\_\_

# of Volunteers needed \_\_\_\_\_ Time needed: \_\_\_\_\_

Volunteer Tasks: \_\_\_\_\_

Advisors: Did you remember to use your advisor as a resource?

## WHAT?

Purpose of the event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We know this event will be successful when: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## WHEN?

Date : \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## WHERE?

Event Location: \_\_\_\_\_ Reserved: \_\_\_\_\_ By: \_\_\_\_\_

AV Needs: \_\_\_\_\_

\_\_\_\_\_

Catering Needs: \_\_\_\_\_

\_\_\_\_\_

Setup Needs: \_\_\_\_\_

\_\_\_\_\_

**HOW?**

Who is planning event: One person? Name: \_\_\_\_\_

Committee? Name: \_\_\_\_\_

Name	Task(s) Assigned	Due Date

**Budget:**

Item	Cost
Catering	
Publicity	
Total Cost	

**Publicity:**

Type of Publicity	Person in Charge	Due Date
SLUWire		
Posters		
Banners		
Facebook/Blog, etc		

Miscellaneous Comments: \_\_\_\_\_

Evaluation: Was your program successful? What could be changed for the next time?

\_\_\_\_\_  
\_\_\_\_\_