Program Planning Checklist
~ A necessity for a TERRIFIC event!

Program Name: __________________________________________ Date: ___________

Location: __________________________________________ Time: ___________

4-6 Weeks Before Program (ideal program planning time, especially for larger events!!)
☐ Read 3 Weeks Before the Program: all of these activities should be completed in the 3-6 week time frame. However we recognize that most events are planned in a very short time and if this is your case, skip ahead!
☐ Decide where your funding will come from.
☐ Consider other organizations and departments that might have a similar interests and wish to cosponsor.

3 Weeks Before Program (although, the more time you have to plan the better!!)
☐ Make sure that the organization has approved the program and its proposed budget.
☐ Book your location through VEMS. Do you need a staging area? Dressing room? Is it outside, do you have a rain site? Don’t forget to order technical services, and special setups.
☐ Review budget and start Event Spending Worksheet.
☐ Do you need a contract or are they sending one to you? Don’t ever agree to a contract on your own or you could be personally liable for the commitment you think that you have made on behalf of the student organization.
Contact Campus Activities & Engagement immediately for assistance. We will help you process a contract or UW System rider and get all your other paperwork in order (hotel, transportation, etc). Use the Pre-Contract Planning Sheet.
☐ Do you need special parking for the community? Or loading privileges – Campus Activities & Engagement.
☐ Contact Campus Activities & Engagement to get a parking permit(s) for speakers and entertainers.
☐ Arrange hospitality with Catering Services, email catering@uwp.edu.
☐ Set up a 3-week marketing and promotion plan. Start marketing! Remember to review the Campus Promotions and Posting policies.
☐ Distribute your marketing materials.
☐ Need tickets? Go to Campus Activities & Engagement to place your order.
☐ Contact the Ranger News to get an article and program information in next newspaper edition.
☐ Are you stuck? Not sure what to do or need some advice? Stop in and see staff Campus Activities & Engagement – don’t delay, go today!
☐ Showing a movie? Check the Motion Picture Guidelines and obtain authorization from Campus Activities & Engagement.
☐ Let WIPZ Radio and Ranger News know about your event so they can help with your promotion efforts.
☐ __________________________________________________________ (add task)
☐ __________________________________________________________ (add task)
☐ __________________________________________________________ (add task)
☐ __________________________________________________________ (add task)
☐ __________________________________________________________ (add task)

Remember forms are available in the Student Involvement Center or on Campus Connect at campusconnect.uwp.edu/activities under the “documents” tab

Updated 8/11/2014
2 Weeks Before Program
☐ Painting the Bridge windows or need a table to promote your event? Use VEMS to make your reservations and pick up the markers from Campus Activities & Engagement.
☐ Want to chalk the sidewalk – complete a form in Campus Activities & Engagement.
☐ Have posters, flyers, and table tents printed and get these out.
☐ Submit your event to the Event Submission Form (UW-P website, keyword: Student Activities) to get your information on the University website and to the campus Public Relations Director…. It’s one easy step!
☐ Need a display case? Reserve a case by the Women’s Center; sign up in Campus Activities & Engagement. Start putting a display together that is creative and eye-catching!
☐ Need a cash box or cash bag? Reserve one in Campus Activities & Engagement.
☐ Confirm catering, contract, technical needs, room reservations and hosting details.
☐ Drop off your promo at Campus Activities & Engagement to be enlarged to a ProImage poster (23 x 31” newsprint, $3 per poster).
☐ _______________________________________________________________(add task)

Week of the Program
☐ Update the Event Spending Worksheet.
☐ Confirm your organization’s hosts for the program. Hosting is very important to your program and your guest – you are not only putting your organization’s reputation out there for folks to see, but also the University’s – put our best foot forward!
☐ Do troubleshooting with organization members over final program details.
☐ Need assistance on anything else or troubleshooting? Contact Campus Activities & Engagement – that’s what we are here for!
☐ Complete final marketing plan tasks including the day-of marketing blitz!
☐ Put together handouts and program for event.
☐ _______________________________________________________________(add task)

Day of the Program
☐ Double-check setups and hospitality prior to all your guests arriving.
☐ If a check is being presented to entertainer/presenter, pick up from Campus Activities & Engagement. Complete Check Verification Form with the guest and return the form to Campus Activities & Engagement.
☐ Have host or MC introduce program, along with upcoming events and recruit new members.
☐ Have evaluations on hand to gain feedback from your participants and committee.
☐ Clean up after program.
☐ _______________________________________________________________(add task)

Day After Program
☐ Send thank-you letters to presenter/entertainer, volunteers and other people who have been particularly helpful.
☐ Evaluate: information discussion with organization members, share feedback about program and write up a formal evaluation.

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Have Fun and a Great Event!