

Task	Date to be Completed	Person Responsible	Date Completed
<b><u>1 MONTH PRIOR</u></b>			
Establish goals for the event			
Design budget breakdown			
Reserve room(s) and rain location			
Determine equipment requirements			
Assess technical requirements			
Contact artist, lecturer and/or facility regarding event and arrange for contract to be sent			
Determine volunteer responsibilities			
Decide upon co-sponsorship responsibilities with other hall(s)			
Determine necessary supplies			
<b><u>3 WEEKS PRIOR</u></b>			
Facilities requests due (tables, chairs)			
Arrange for food from <i>Catering by Design</i> or off campus vendor			
Assign volunteer responsibilities			
Confirm location of event			
Process payments/get purchase orders from Student Union Treasurer's Office for supplies			
Confirm equipment/technical needs			
Design promotion for event			
<b><u>2 WEEKS PRIOR</u></b>			
Goods and Services applications due ten days prior for imprinted items			
Begin promoting the event in the hall and on campus (if appropriate)			
Process temporary food service permit if providing food from off campus restaurant or store			
All contracts due in SAO for routing no less than five days before event			
Begin selling tickets for event			
<b><u>1 WEEK PRIOR</u></b>			

Review details of event w/ Rector(s) and Hall Staff			
Reread contract			
Confirm payment readiness w/ Hall Treasurer and/or Student Union Treasurer's Office			
Confirm volunteers and explain his or her responsibility			
Purchase and pick up supplies			
<b><u>3 DAYS PRIOR</u></b>			
Review tasks w/co-sponsor			
Develop day of event agenda			
<b><u>DAY BEFORE</u></b>			
Dry run of event			
Prepare introductions			
Pick up all checks			
Re-confirm all food, equipment ordered			
<b><u>DAY OF EVENT</u></b>			
Welcome entertainer or lecturer			
Welcome residents and guests			
Check facility set-up and equipment needs			
Check on food delivery or set up			
<b><u>AFTER EVENT</u></b>			
Pay performer immediately			
Clean up			
Evaluation of event occurs			

**Other notes on event:**