

Programming Check List

Before the Event:

General Planning

- Has assessment of resident's needs been completed?
- Has brainstorming program ideas been completed?
- Is there enough time to plan the event?
- Is the Residence Coordinator/Graduate Assistant aware of the event?
- Has program been approved by RC/GA?
- Has the date been selected? (Does the date conflict with other events?)

Publicity

- Has a decision been made about how to publicize the event?
- Has the publicity been approved?
- When will publicity be copied?
- When will publicity be posted?
- How will publicity be distributed?

Funding

- Is there programming money to spend?
- Has a funding request been made to the RC/GA?
- Has funding been approved?
- How will the purchase be made?
- Has all the appropriate paperwork been completed to receive funding?

Equipment

- What equipment is needed?
- Has it been reserved?
- Do you know how to run the equipment?
- When will the equipment need to be returned?

Food

- What food will be served?
- Do residents have dietary needs to consider? (Kosher or vegetarian foods)
- Does it have to be ordered?
- Has the money been allocated?
- Who will pick it up?

Space

- Where will the event be held?
- How many people are expected to attend?
- Has the room been reserved?
- Can the room accommodate the necessary equipment?

Guest Speakers

- Has the speaker been contacted?
- Is there a fee for the speaker? If so, has this been approved?
- Has a confirmation letter been sent to the speaker?
- Who will be meeting the speaker?
- Who will introduce the speaker and has an introduction been prepared?

After the Event:

- Have the receipts been returned to the RC/GA?
- Has all the equipment been returned?
- Has thank you notes been sent?
- Have all evaluations been completed?
- Has publicity been removed?
- Has final paperwork for program been completed and turned in?