



Program Checklist/Guide

This form is meant to supplement your event planning experience.

Program Coordinator(s): _____

Basic Information:

Name of the program: _____

Date of program: ____/____/____

Intended audience: _____

Budget:

Expected budget: \$ _____

Other funds include: _____

Receipts:

ALL receipts turned in to treasurer: Yes No

Location/Venue:

Primary location(s): _____

Reservations were made...

On: ____/____/____

With: _____

For: Room Chairs Tables Projector

Price: \$ _____ Refundable Non-refundable

Secondary location(s): _____

Catering:

Catering was coordinated...

On: ____/____/____

With: _____

Price: \$ _____ per person

Price: \$ _____ total

Catering will be picked up: Yes No

Catering will be picked up...

On: ____/____/____

Time: _____

Location: _____

Transportation: Yes No

Publicity:

Type of publicity:

Flyer Email Handouts Table tents Other

Publicity will be designed by: _____

Publicity was printed...

On: ____/____/____

With: _____

Price: \$ _____

Publicity will be put up...

On: ____/____/____

Time: _____

Supplies:

Currently storage includes enough...

Cups Coffee cups Plates Bowls Forks

Spoons Knives Napkins Flour Vinegar

Peanut butter Chocolate chips Coffee Filters

Creamer Sugar Balloons Paper Paint

Other items: _____

Shopping will take place...

On: ____/____/____

With: _____

Where: _____

Shopping list includes...

T-shirts:

Sizes were taken prior to ordering: Yes No

T-shirt design is attached: Yes No

T-shirt design was approved...

On: ____/____/____

T-shirts were ordered...

On: ____/____/____

Price: \$ _____ per shirt

Price: \$ _____ total

Sizes...

X-small: _____ Small: _____

Medium: _____ Large: _____

X-large: _____ XX-large: _____

Total: _____

T-shirt Company: _____

T-shirts were paid...

On: ____/____/____

With: Member credit card

Contracts:

Does our event need a contract? Yes No

Check with your campus student activity office to see whether or not they require a contract process for certain events (ie: performers, concerts, paid keynotes, etc.)