



PROGRAMMING CHECKLIST

- ✓ Check-off as each task is completed.
- ✓ Keep this sheet updated throughout the planning process.
- ✓ Turn it in with your evaluation of the event.

Check	Task	Date completed
BEFORE		
	I have assessed which needs this program addresses	
	I have a clear purpose	
	I have met with my direct report (A.S.I. President or VP for Admin.) and Dean (if applicable)	
	I have set a date & time for my event that works for my schedule and intended audience	
	I am aware of and have utilized my budget wisely	
	I have secured a venue for the event	
	I have completed an agenda	
	I have a strategic plan for marketing	
	I have completed all necessary paperwork (Program Proposal, U-SU Request Form, Temp Food Permit, etc.)	
	I have built a solid base of support (Volunteers, participants, collaborators, etc.)	
	I have followed-up with all parties involved (Volunteers, speakers, collaborators, etc.)	

Check	Task	Date completed
DURING		
	I have a copy of the agenda, volunteer sheet, and presenters' info	
	I have set up a sign-in sheet for participants	
	I have organized a set-up crew and delegated accordingly	
	I have name cards readied and available	
	I will be flexible with the agenda of my event	
	I have organized a clean-up crew and delegated accordingly	
	I have distributed evaluation cards	

Check	Task	Date completed
AFTER		
	I have acknowledged all parties involved	
	I have completed a critical & thorough evaluation	
	I have submitted my evaluation	
	I have had my evaluation meeting (within 1 week of event)	