

# Davis Center Event Planning Checklist

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Location: \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_



| 4 - 6 Weeks before event begins   |          |             |                |
|---|----------|-------------|----------------|
| Task to be completed  | Due Date | Assigned to | Date Completed |
| Submit event proposal (including budget and publicity plan) to group leadership/advisors of group for approval  |          |             |                |
| <a href="#">Reserve your facility thru R25 (www.uvm.edu/wv3) and wait for confirmation- after receipt proceed to next item</a>  |          |             |                |
| Using R25, Reserve or obtain necessary equipment for the event:   |          |             |                |
| Submit request for physical plant and telcom workorders   |          |             |                |
| Submit PA/Mic System needs  |          |             |                |
| Submit Table/chair needs  |          |             |                |
| Submit Staging needs  |          |             |                |
| Submit Dance Floor needs  |          |             |                |
| Submit Computer/Video Hook-up needs   |          |             |                |
| Submit Sound/Lights by Outside Contractor needs   |          |             |                |
| Submit Electrician needs  |          |             |                |
| Submit -Transportation and Parking needs  |          |             |                |
| Submit preliminary Security needs based on scope of event   |          |             |                |
| Request Tech Crew equipment needs, if needed  |          |             |                |
| Order or purchase equipment from off campus vendors, if needed  |          |             |                |
| Process contract thru the Student Life Office (802/656-2060) - forward rider copy to DC Operations (802/656-1204)   |          |             |                |
| Consider all special needs - close caption/interpreter/wheelchair access (questions? Call the ACCESS office: 802/656-7753), and include appropriate language in all marketing materials |          |             |                |
| Arrange for box office ticket sales w/ Athletic Ticket Office (656-4410)  |          |             |                |
| Arrange for tickets to be printed w/ Athletic Ticket Office (656-4410)  |          |             |                |
| <a href="#">Arrange for Catering w/ Dining Services</a>   |          |             |                |
| If alcoholic beverage is requested, apply for a Special Events Catering License from the Dining Services Catering Manager (656-2284) <i>at least 6 weeks in advance for approval</i>    |          |             |                |
| Develop cash management plan  |          |             |                |
| Begin publicity campaign:   |          |             |                |
| Write press release for This Week @ UVM (Broadcast.center@uvm.edu), Cynic (cynic@uvm.edu), WRUV (656-4399), uvm.edu/bored (bored@uvm.edu), SGA president, and campus listservs          |          |             |                |
| Arrange/contract for posters & flyers to be designed (need help? Call the Student Life Marketing Coord.: 656-2060)  |          |             |                |
| <a href="#">Reserve DC Atrium table via R25</a>   |          |             |                |
| Arrange/contract for posters & flyers to be printed (Underground Print & Copy, 1st floor Davis Center/656-5886)   |          |             |                |
| Reserve table tents, banner space and display case in the Davis Center thru Student Life (656-2060)   |          |             |                |
| Create ad space for the Flat Screens in the DC & across campus (Call the Student Life Marketing Coord.: 656-2060)   |          |             |                |
| Reserve info spot on UVMTv (closed circuit movie channel): uvmtv@uvm.edu  |          |             |                |
| Write and schedule Web Announcement blurb - send to listservs   |          |             |                |
| Make Hotel reservations if necessary  |          |             |                |
| Verify hours of the building for the day of the event (Call DC Ops 656-1204)  |          |             |                |

| <b>3 Weeks before event begins</b>   |                 |                    |                       |
|--|-----------------|--------------------|-----------------------|
| <b>Task to be completed</b>  | <b>Due Date</b> | <b>Assigned To</b> | <b>Date Completed</b> |
| Meet w/ DC Ops Event Coordinator to review resource/equipment needs, set-up and tear-down times, loading dock access, custodial needs, map/diagram set-up (schedule with DC Ops: 656-1204) |                 |                    |                       |
| Arrange for event to video recorded (review contract for permission): call Media Resources 656-1947  |                 |                    |                       |
| Arrange for event to be photographed (review contract for permission): UVM photo: email photo@uvm.edu/656-2965 or for a student photographer email cynic@uvm.edu                           |                 |                    |                       |
| Contact professors and academic offices on campus that might have a specific interest in the subject of the event. Ask them to publicize the event.  |                 |                    |                       |
| Send a press release & photos to The Cynic (cynic@uvm.edu). Invite them to conduct a pre-show interview.   |                 |                    |                       |
| Contact WRUV - invite them to conduct a pre-show interview: call 656-4399  |                 |                    |                       |
| If event is open to the public, arrange DC Ops (656-1204) for any security coverage  |                 |                    |                       |
| Write a day-of-show schedule / submit copy to DC Ops Event Coordinator   |                 |                    |                       |
| Submit Payment Approval Forms to pay talent and others w/ executed contracts   |                 |                    |                       |
|  |                 |                    |                       |
| <b>2 Weeks before event begins</b>   |                 |                    |                       |
| <b>Task to be completed</b>  | <b>Due Date</b> | <b>Assigned to</b> | <b>Date Completed</b> |
| Contact artist representative and arrange hospitality (including "green room")   |                 |                    |                       |
| Recruit and organize efforts of organization members for work crew duties  |                 |                    |                       |
| Design and create a poster/banner for advertising: reserve banner space at Student Life (rm. 310/656-2060)   |                 |                    |                       |
| Confirm set-up time of show w/ DC Tech Crew Manager (if using Tech Crew)   |                 |                    |                       |
| Confirm loading dock needs for the day of the event  |                 |                    |                       |
|  |                 |                    |                       |
| <b>1 Week before event begins</b>  |                 |                    |                       |
| <b>Task to be completed</b>  | <b>Due Date</b> | <b>Assigned to</b> | <b>Date Completed</b> |
| Purchase or obtain donations of promotional items for raffles or door prizes   |                 |                    |                       |
| Complete arrangements for event evaluation (comment cards, survey, etc.)   |                 |                    |                       |
| Complete work assignments for show volunteers  |                 |                    |                       |
| Distribute promotional items supporting the show   |                 |                    |                       |
| Connect with DC Ops Event Coordinator to finalize details - finalize day of show schedule and contact list   |                 |                    |                       |
| Retrieve final info from performers and any tech needs   |                 |                    |                       |
| Tabling in the DC Atrium (if you reserved a table)   |                 |                    |                       |
|  |                 |                    |                       |
| <b>1 Day before event begins</b>   |                 |                    |                       |
| <b>Task to be completed</b>  | <b>Due Date</b> | <b>Assigned to</b> | <b>Date Completed</b> |
| Chalk sidewalks around campus - reserve on R25 (www.uvm.edu/vv3)   |                 |                    |                       |
| Dinner promo blitz - use organization volunteers to table hop in the dining halls publicizing the show.  |                 |                    |                       |
| Pick-up leftover tickets from Ticket Office  |                 |                    |                       |
| Obtain cash for a "bank" at the door (if admission is charged)   |                 |                    |                       |
| Pick-up check for payment of talent and others   |                 |                    |                       |
| Finalize all set-up and space needs  |                 |                    |                       |
|  |                 |                    |                       |
|  |                 |                    |                       |
| <b>Day of the Event/Show</b>   |                 |                    |                       |
| <b>Task to be completed</b>  | <b>Due Date</b> | <b>Assigned to</b> | <b>Date Completed</b> |

|   |                 |                    |                       |
|---|-----------------|--------------------|-----------------------|
| Event Planner must show up to direct set-up. Remember, this is your show and you are in charge! Be a point person for any last minute issues/mishaps. |                 |                    |                       |
| Schedule the student org work crew at least an hour and a half before the doors open for any final arrangements                                       |                 |                    |                       |
| Decorate the space if this is part of the program - watch the tape!   |                 |                    |                       |
| Make sure organization volunteers know their duties and when to show up.  |                 |                    |                       |
| Immediately following the event, make sure work crew cleans and re-sets the facility.   |                 |                    |                       |
| Get attendees to fill out an evaluation form.   |                 |                    |                       |
|   |                 |                    |                       |
| <b>Following the Event/Show</b>   |                 |                    |                       |
| <b>Task to be completed</b>   | <b>Due Date</b> | <b>Assigned to</b> | <b>Date Completed</b> |
| Event planner completes learning goals, financial and attendance reports.   |                 |                    |                       |
| Review evaluation forms and debrief with student org  |                 |                    |                       |
| Write thank you notes   |                 |                    |                       |
| <a href="#">Fill out DC Operations Evaluation Form</a>  |                 |                    |                       |