



Office of Student Events

Event Planning Worksheet

Things to Do Two Months Ahead

_____ Select entertainment/event idea using feedback from the club/organization membership and materials sent from various agents (materials are on file in the Office of Student Events).

_____ Create a budget for the event. Consider performer's fees, decorations, food, rentals, etc. when deciding the total budget.

_____ Select potential event dates and facilities.

Event: _____

Date: _____ Back-up Date: _____

Location: _____ Rain Location (if event outside): _____

Time: _____ Alternate Times: _____

_____ Call Physical Plant to see if the facility is available for the proposed dates and times. Once a date is agreed upon, place a Tentative Hold on the space.

_____ Complete a **Calendar Reservation Request**
http://www.mbc.edu/docs/admin_docs/cal_res_rqst.doc and send to Physical Plant.

_____ Negotiate the performance contract with agents over the phone or email.

What is the overall cost of the performance?

Are sound and lights included?

How long is the performance?

Is travel included in the overall price?

Do you need to pick up the performer(s)?

Is a hotel needed?

_____ Confirm all technical requirements needed by the performer(s). Place all requests with Audiovisual Services by completing the **Equipment Request Form** available at <http://academic.mbc.edu/av/eqrequestform.htm>.

_____ Make arrangements for decorations if they are needed (idea books are available in the Office of Student Events).

Who is responsible for leading the decorations committee?

Who is placing the decorations order?

Who is picking up the order when it arrives in Central Receiving?

_____ Complete a **Budget Proposal Form** and submit to the Inter-Club Council Chairwoman.

Things to Do A Month Ahead

_____ Plan your event publicity.

Are promotional materials provided by the artist or do you need to create your own?

What type of promotional materials are you going to use (flyers, website, tv, etc.)?

Who will create the publicity?

Who is responsible for canvassing the campus?

- _____ Coordinate ticket sales.
 - Who is checking out the cash box from the Office of Student Events?
 - Who is getting petty cash from the Business Office?

- _____ Coordinate check requests and check pick-up.
 - Who is completing the check request and taking it to the Business Office?
 - Who is picking up the check?
 - When is the check being picked up?
 - Who is paying the performer following the performance?

- _____ Make arrangements for load in and load out.
 - Who is helping with load in?
 - What time do they need to meet the artist/entertainer?
 - Who is assisting with load out?

- _____ Contact Marty Weeks in Physical Plant regarding room set-up and seating arrangements; providing a paper layout is recommended.

- _____ Coordinate all special menu and food arrangements with Mary VanNortwick in Dining Services.

- _____ Call the Director of Security to schedule Security Officers for date of event.
 - Are Staunton Police Officers needed?
 - Is a strategy meeting with the Director of Security required?

- _____ Create a detailed work schedule for the event and distribute to all students who are working the event.

Things to Do A Week Ahead

- _____ Confirm performer(s) arrival time through the agency or contact performer(s) directly.
 - Who is meeting the performer? Where? What time?
 - What refreshments did they request?

- _____ Confirm technical arrangements with Val Gangwer in Audiovisual Services.

- _____ Confirm set-up arrangements with Marty Weeks in Physical Plant.

Things to Do After

- _____ Send thank you notes to the performer(s), agent/agency and event helpers.