



PROGRAMMING CHECKLIST

Event _____

Organization _____ Account # _____

Date of Event _____ Location _____ Time of Event _____

Rain Date _____ Location _____ Time of Event _____

Student Coordinator _____ Phone _____ E-mail _____

Please use the following steps to plan your event:

1. Pre-Event Preparations

DATE COMPLETED BY

- _____ Meet with student organization adviser.
- _____ Explore co-sponsorships with other student organizations and departments.
- _____ Recruit event staff and assign duties.
- _____ Review of appropriate university policies (i.e. alcohol, city ordinances).
- _____ Check event calendars at <http://calendar.tulane.edu>.
- _____ Meet with TUPD to discuss event security.

2. Event Preparations

A. Space Reservations (*reservations for the LBC can be made online at www.lavinbernickcenter.tulane.edu*)

Location	Contact	Location	Contact
<input type="checkbox"/> Academic Buildings	Individual Dean's Offices	<input type="checkbox"/> Quads	x5170
<input type="checkbox"/> Lavin-Bernick Center	x5196	<input type="checkbox"/> McAlister Auditorium	x5196
<input type="checkbox"/> Diboll Conference Center	x5390	<input type="checkbox"/> Newcomb Chapel	x5836
<input type="checkbox"/> Dixon Hall	x5267	<input type="checkbox"/> Rely Recreation Center	x5431
<input type="checkbox"/> Housing & Residence Life	x5724	<input type="checkbox"/> Courts (Campus Recreation)	x5242

B. Contracts and Finances (complete prior to event)

3 Weeks Prior to Event

- Artist: Contact artist/agent and agree upon terms
- Artist: Review contract and make any changes in pencil
- Artist: Submit contract to adviser for review
 - Individual Artist: Submit Pay To and W-8/W-9 (attach to contract)
 - Group Artist: Submit Pay To with federal ID number of group (attach to contract)
- Pick up signed contract from Student Programs

DATE COMPLETED BY



C. Contracts and Finances

2 Weeks Prior to Event

DATE COMPLETED BY

- Vendors (see Designs for Success Vendor Policy) x5196
- Equipment rental: contract with outside vendor
- Artist/Speaker's check
- Security: Submit Interdepartmental Transfer request (attach to contract) x5381
- Lodging: Submit a Purchase Order request or Pay To request (with an original invoice)
- Meals: Submit Catering Form for Sodexo
- Meals: Submit Purchase Order request for restaurant, groceries or outside caterer
- Certificate of Insurance

1 Week Prior to Event

- Cash box (submit an IT to Student Programs)
- Facilities Services (submit a Facilities Services or IT request)
- Contract rider provisions (submit a P.O. or Pay To request for items specified in rider)
- Miscellaneous _____

D. Publicity

Advertisements

NAME AND PHONE NUMBER

DATE COMPLETED BY

- Hullabaloo x5656
- Public Relations x5210
- TUCAN x2288
- TUBE x5130
- WTUL x5887
- Off-campus media

Printed Materials

- Posters (see Posting Policies)
- Fliers (see Posting Policies)
- Table tents (permission from Sodexo/LBC)
- Letters/invitations/tickets
- Banners (see Programming Policies)
- T-shirts (see Use of Tulane Name Policy)
- Other

3. Event Day Tasks

Personnel

NAME AND PHONE NUMBER

- Number of Ushers
- Number of Ticket Takers
- Number of Security
- Number of Clean-up Crew
- Runners
- _____

4. Post-Event Tasks

- Deposit revenue
- Financial follow-up (Did everything get paid for?)
- Evaluation of event by organization
- Create an event file for future reference
- Thank you letters