

Three Week Checklist

LAST UPDATED

DECEMBER 23, 2002

Room/Equipment:

- Room set-up arranged (chairs, tables, trash cans, risers)
- Equipment rented (sound system, tv/vcr, overhead, projector)
- Purchase Requests in to Facilities Team and/or outside provider
- Kitchen rental payment/purchase request to Special Events Coordinator
- Prepare "special guests/VIP" list for MU Night Manager

Publicity:

- Posters, fliers, table tents printed
- Purchase Requests to printing
- Information/Press Release to Student Involvement Information Desk
- Press Release to OSU News and Communications
- Barometer advertising arranged

Food:

- Refer to check list provided by Special Events Coordinator

Program:

- Personal Service Contracts signed and returned to Student Involvement Administrative Coordinator
- Script of program
- Rehearsal time reserved and scheduled
- Sound and Light Staff scheduled and confirmed

Tickets:

- Printed
- Accounting sheets available
- Invitations mailed to VIPs
- sales & distribution scheduled; place reserved

Decorations:

- Materials purchased; PR
- Preparation scheduled
- Set-up scheduled

Set-up/Clean-up:

- Committees set
- Times clearly stated