

College of Sciences Event/Program Checklist

Getting Ready to Create a PROGRAM/EVENT:

- Identify target population and assess the needs and interests of target population
- Create program/event budget and secure funding if needed

- Brainstorm and create program logistics (date, time, location, entertainment, food, decorations, publicity, giveaways, etc.)
- Discuss program/event with department chair
- Set program goals and objectives
- Check for conflicts with other university programs/events
- Check availability of entertainment / speakers (if applicable)
- Choose program date, time, and location; **check availability and make reservations on space**
- Decide on deadlines to delegate task completion

Six (6) weeks before PROGRAM/EVENT:

- Notify college of event (<http://www.cos.ucf.edu/?p=1089>)
- Confirm facility reservations
- If program is an outdoor event, complete Physical Plant Work Orders for electric, water, custodial staff, sprinkler system shut-off, etc.
- Complete SAFE Form available under "Forms" at www.GetInvolvedUCF.com/rso (if applicable)
- Obtain proper event liability insurance per Environmental Health & Safety office specifications
- Request quotes, select, create, and order artwork for promotional items.
- Create a publicity plan. All publicity must meet University Marketing standards. Contact judy.froehlich@ucf.edu for assistance

Four (4) weeks before PROGRAM/EVENT:

- Meet with UCF event planners to walk through the facility and finalize all set-up and equipment needs (if applicable)
- Order food from approved UCF vendors and complete food funding requisition form (if applicable)
- Brainstorm risk management issues for the program and come up with ways to decrease risks at event
- Begin marketing the program (only after SAFE Form has been approved, if applicable)
- Recruit event volunteers

Two (2) weeks before PROGRAM/EVENT:

- Continue to market program (minimum start week for publicity)
- Set training/pre-show meeting time

One (1) week before PROGRAM/EVENT:

- Continue to market program (this is your crunch time!)
- Confirm technical requirements (room set-up, sound check, sound, lights, etc.)
- Confirm food requests
- Confirm committee support and volunteers (determine arrival times, volunteer shifts)
- Confirm arrival time for entertainment
- Develop a program itinerary and make copies
- Prepare for event volunteer training
- Prepare program evaluations (Qualtrics is a great tool for this!)

Day of PROGRAM/EVENT:

- Take a deep breathe and relax!
- Review itinerary, volunteer shifts, and arrival times
- Arrive early to make sure facility is set up correctly
- Decorate facility according to facility guidelines
- Bring office supplies just in case (tape, stapler, pens, pencils, highlighters, scrap paper)
- Perform sound and light check
- Conduct volunteer training
- Greet entertainment and provide direction
- Conduct final walk-through
- Enjoy the program!

Immediately following the PROGRAM/EVENT:

- Turn in all original receipts/paperwork to appropriate authority (if applicable)
- Tally program evaluations
- Remove event publicity
- Celebrate your success!