

## Program Checklist/Guide

This form is meant to supplement your event planning experience.

Program Coordinator(s):	Supplies:
D 1 1 6	Currently storage includes enough
Basic Information:	☐ Cups ☐ Coffee cups ☐ Plates ☐ Bowls ☐ Forks
Name of the program:	□ Spoons □ Knives □ Napkins □ Flour □ Vinegar
Date of program://	☐ Peanut butter ☐ Chocolate chips ☐ Coffee ☐ Filters
Intended audience:	☐ Creamer ☐ Sugar ☐ Balloons ☐ Paper ☐ Paint
Budget:	Other items:
Expected budget: \$	
Other funds include:	Shopping will take place
	On://
Receipts:	With:
ALL receipts turned in to treasurer: ☐ Yes ☐ No	Where:
ALE receipts turned in to treasurer. B res B No	
Location/Venue:	Shopping list includes
Primary location(s):	Chopping not moracoc
Reservations were made	
On:/	
With:	
For: ☐ Room ☐ Chairs ☐ Tables ☐ Projector	T-shirts:
Price: \$ ☐ Refundable ☐ Non-refundable	Sizes were taken prior to ordering: ☐ Yes ☐ No
Secondary location(s):	T-shirt design is attached: ☐ Yes ☐ No
	T-shirt design was approved
	On:/
	T-shirts were ordered
Catering:	On:/
Catering was coordinated	Price: \$ per shirt
On://	Price: \$ total
With:	Sizes
Price: \$ per person	X-small: Small:
Price: \$total	Medium: Large:
Catering will be picked up: ☐ Yes ☐ No	X-large: XX-large:
Catering will be picked up	Total:
On://	T-shirt Company:
Time:	T-shirts were paid
Location:	On:/
Transportation: ☐ Yes ☐ No	With: ☐ Member credit card
Publicity:	Contracts:
Type of publicity:	Does our event need a contract? ☐ Yes ☐ No
☐ Flyer ☐ Email ☐ Handouts ☐ Table tents ☐ Other	Check with your campus student activity office to see whether
Publicity will be designed by:	or not they require a contract process for certain events
Publicity was printed	(ie: performers, concerts, paid keynotes, etc.)
On:/	
With:	
Price: \$	
Publicity will be put up	
On:/	
Time:	