

title of program

Location

Day & Date

Total Projected Expenses

Total Projected Income

Projected Net (Deficit)

Total Attendance

Time

Total Actual Expenses

Total Actual Income

Actual Net (Deficit)

Cost per Attendee



Student Organization Program Planner

Event Goals and Objectives

What are the specific goals and objectives you will address with this event?
How do these goals match the purpose of your organization?

- 1.
- 2.
- 3.

What is your target audience for this event? What special groups may be interested in it?
Are there any student organizations or departments that should be contacted or involved?

Committee

List all the committee members working on planning this event

NAME	E-MAIL ADDRESS	HOME PHONE	OTHER PHONE	AREA/ASSIGNMENT

Policies That May Apply

<http://studentaffairs.depaul.edu/sliffe/>

Contracts

Guest speakers

SAFB funded events

Casino/Gambling Policy

Event Checklist

	ASSIGNED TO	TARGET DATE	COMPLETE
GENERAL PREPARATIONS			
Check Calendar Conflicts	_____	_____	_____
Check Space Availability	_____	_____	_____
Set Date	_____	_____	_____
Reserve Room (s)	_____	_____	_____
Reserve Special Equipment	_____	_____	_____
Arrange Security	_____	_____	_____
Create List of Needed Supplies	_____	_____	_____
BUDGET			
Obtain Estimates and Confirmations	_____	_____	_____
Prepare Proposed Budget	_____	_____	_____
Prepare Funding Requests	_____	_____	_____
Prepare Contracts	_____	_____	_____
Contracts to Student Life	_____	_____	_____
Complete Paperwork for Payments	_____	_____	_____
Distribute Payment	_____	_____	_____
Finalize Budget	_____	_____	_____
EVENT PREPARATIONS			
Design Decorations	_____	_____	_____
Buy Materials	_____	_____	_____
Make AV/ Production arrangements	_____	_____	_____
Design and Print Programs	_____	_____	_____
Prepare Script	_____	_____	_____
Arrange for Emcee	_____	_____	_____
Coordinate Volunteers	_____	_____	_____
Create Event Staff Nametags	_____	_____	_____
Arrange for Food Service	_____	_____	_____
Arrange for Hospitality	_____	_____	_____
Invite Special Guests	_____	_____	_____
Arrange for Lodging	_____	_____	_____
Arrange for Transportation	_____	_____	_____
Decide Seating Arrangements	_____	_____	_____
Order Tickets	_____	_____	_____
Order any Special Items	_____	_____	_____
T-shirts	_____	_____	_____
Flowers	_____	_____	_____
Gifts	_____	_____	_____
Confirm Technical Arrangements	_____	_____	_____
Order Refreshments	_____	_____	_____

	ASSIGNED TO	TARGET DATE	COMPLETE
MARKETING			
Decide Slogan/Theme	_____	_____	_____
Prepare Marketing Timeline	_____	_____	_____
Promote at Other Events	_____	_____	_____
Promote at Other Student Org. Meetings	_____	_____	_____
Update Website	_____	_____	_____
Bulletin Board/Promo Wall	_____	_____	_____
Teasers	_____	_____	_____
Promo Tables	_____	_____	_____
Student Center TV's	_____	_____	_____
DePaulia Ads	_____	_____	_____
Posters	_____	_____	_____
Handbills	_____	_____	_____
Signs	_____	_____	_____
Original Marketing Ideas	_____	_____	_____
Ticket Sales/ Distribution	_____	_____	_____
Coordinate Marketing Blitz	_____	_____	_____
DAY OF THE EVENT			
Coordinate Facility Set-Up	_____	_____	_____
Ticket Arrangements_	_____	_____	_____
Final Marketing	_____	_____	_____
Transport VIPs	_____	_____	_____
Security Arrangements	_____	_____	_____
Put up Decorations	_____	_____	_____
Distribute Programs	_____	_____	_____
Distribute marketing for other events	_____	_____	_____
Have Final Staff Meeting	_____	_____	_____
Introduce Guests	_____	_____	_____
Attendee Evaluations	_____	_____	_____
Coordinate Take Down of Facilities	_____	_____	_____
AFTER THE EVENT			
Return Borrowed Items	_____	_____	_____
Write Thank You Cards	_____	_____	_____
Take Down Publicity	_____	_____	_____
Evaluations	_____	_____	_____
Follow up on Payments	_____	_____	_____

Evaluation Information

Please answer the following questions as a group or individually:

Were the goals and objectives of this event met? What may have contributed to the successes and or challenges to those goals?

List Successes & Positive Feedback:

Specific Problems, Frustrations, Concerns:

Recommendations/Additional Comments for Future Events: