

Eight Weeks

- Determine goals of the program
- Brainstorm the type of program and possible themes to fulfill goals

Six Weeks

- Have room/location reserved and confirmed – consult with CSI for conflicting events
- Call agency/artist/performer at least SIX WEEKS prior to date of event
- Determine A/V equipment needs
- Develop budget
- Confirm artists and send out all necessary contracts and forms – remember to negotiate

Four Weeks

- Make sure contracts and all forms are turned in at least FOUR WEEKS before the event
- Double check contract for complete information; be sure nothing is left out
 - Motor pool/Ground Transportation
 - Hotel
 - Room Set-Up
 - Catering
 - Security
- When a contract and forms are sent back, make a copy for your records
- Northwestern Copy of contract is given to group's treasurer to process check

Two Weeks

- Make sure check is cut
- Publicize the event

One Week

- Make a checklist of tasks and supplies for the night of the event
- Assign tasks for the night. Indicate a point person for the volunteer check-in on the night of the event.

The Day of Event

- Plan arrival times based on the following:
 - Extra time planned for decorations
 - Planners should arrive 1 hour before entertainment
 - Check set up of venue
 - Touch base with venue contact
 - Touch base with tech. support
 - Entertainment should arrive 1 hour before doors open
 - Food should arrive a minimum of 45 minutes before quests arrive
 - Doors should open ½ hour before event starts
- Greet/meet performer/vendor and assist them in any way
- Monitor the event, be available for questions and handle and situations that may arise – be flexible and anticipate worst-case scenario

After Event

- Clean up and assist in load-out if necessary
- Fill out Evaluation Form
- Send Thank you to performer/vendor within 3 days of event