

This form is meant to supplement your event planning experience. All RSOs need to submit an event planning and registration form to Student Involvement prior to your event.

# Program Checklist/Guide

Program Coordinator(s): \_\_\_\_\_

## Basic Information:

Name of the program: \_\_\_\_\_  
Date of Program: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Intended audience: \_\_\_\_\_

## Budget:

Expected budget: \$ \_\_\_\_\_  
Other funds include: \_\_\_\_\_

## Receipts:

ALL receipts turned into SOFS:  Yes  No

## Location/Venue:

Primary location(s): \_\_\_\_\_  
Reservations were made...  
On: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
With: \_\_\_\_\_  
For:  Room  Chairs  Tables  Projector  
Price: \$ \_\_\_\_\_  Refundable  Non-refundable  
Secondary location(s): \_\_\_\_\_

## Catering:

Catering was coordinated...  
On: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
With: \_\_\_\_\_  
Price: \$ \_\_\_\_\_ per student  
Price: \$ \_\_\_\_\_ total  
Catering will be picked up:  Yes  No  
Catering will be picked up...  
On: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Transportation:  Yes  No

## Publicity:

Type of publicity:  Flyer  Email  Handouts  Table tents  Other  
Publicity will be designed by:  Student Involvement Information Strategies  
 Member  Other

Publicity was printed...  
On: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
With: \_\_\_\_\_  
Price: \$ \_\_\_\_\_  
Publicity will be picked up...  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Publicity will be put up...  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Time: \_\_\_\_\_  
Publicity will be taken down...  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Time: \_\_\_\_\_

## Supplies:

Currently storage includes enough...  Cups  Coffee cups  Plates  Bowls  
 Forks  Spoons  Knives  Napkins  Flour  Vinegar  Peanut butter  
 Chocolate chips  Coffee  Filters  Creamer  Sugar  Balloons  Paper  
 Paint  
Other items: \_\_\_\_\_  
Shopping will take place...  
On: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
With: \_\_\_\_\_  
Where: \_\_\_\_\_  
Shopping list includes...  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## T-shirts:

Sizes were taken prior to ordering:  Yes  No  
T-shirt design is attached:  Yes  No  
T-shirt design was approved...  
On: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
T-shirts were ordered...  
On: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Price: \$ \_\_\_\_\_ per shirt  
Price: \$ \_\_\_\_\_ total

## Sizes:

X-small: \_\_\_\_\_  
Small: \_\_\_\_\_  
Medium: \_\_\_\_\_  
Large: \_\_\_\_\_  
X-large: \_\_\_\_\_  
XX-large: \_\_\_\_\_  
Total: \_\_\_\_\_

T-shirt Company: \_\_\_\_\_  
T-shirts were paid...  
On: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
With:  SOFS check  Member credit card

## Contracts:

Does our event need a contract?  Yes  No  
Contracts are required in situations in which an RSD intends to pay for a service. Examples of services which require contracts include but are not limited to: catering, off-campus venue rentals, DJ, guest lecturers or keynote speakers, performances, etc. ALL contracts must be processed through Student Involvement.



# Program Assessment

Date completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Goals/Objectives:

Original Goals & Objectives...

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Goals and Objectives were met:  Yes  No  
Explain...

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## Budget:

Expected budget: \$ \_\_\_\_\_  
Reasons for being over/under budget...

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We forgot to budget for...

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We forgot to purchase...

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## Reflection:

The best part about the program was...

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We wished we had...

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We forgot to plan for...

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Next time we will...

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Major successes of the program...

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Major areas for growth of the program...

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We felt our publicity was...

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We can improve our publicity by...

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We felt our attendance was...

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We can improve our attendance by...

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