

Event Checklist

Adrian College Office of Student Activities Event Checklist

Event _____
 Location _____ Rain Site _____
 Date/Time _____ Event Coordinator _____
 Artist _____ Agency _____
 Agency Contact _____ Phone _____ E-mail _____
 Agency Address _____

Task	Responsible	Date Due	Date Finished
Reserve Room	_____	_____	_____
Reserve Rain Site	_____	_____	_____
Contract Signed/Sent	_____	_____	_____
Room Set-up (see box)	_____	_____	_____
Plant Request	_____	_____	_____
A/V or Other Equipment	_____	_____	_____
Sound System Secured	_____	_____	_____
Refreshments/Food	_____	_____	_____
Transportation	_____	_____	_____
Hotel Accommodations	_____	_____	_____
Meals (see box)	_____	_____	_____
Publicity (see box)	_____	_____	_____
Performer Requests (see rider)	_____	_____	_____
Shopping	_____	_____	_____
Disbursement Request	_____	_____	_____
Cash Advance Request	_____	_____	_____
Event Crew (see box)	_____	_____	_____
Prizes	_____	_____	_____
Thank You Letters	_____	_____	_____
Get check	_____	_____	_____

Publicity

Request Promo Pack/Press Pack
 College World Green Sheet
 Flyers Table Tents
 Posters Kiosk
 Flyers to Res Life Radio
 Promo/Give away

Event Crew

Load in Set-up
 Show Staff Merchandise
 Tear down Clean-up
 Return sound system

Room Set-up

Stage Tables/Chairs
 Lighting Electrical
 Linens Podium
 Other _____

Meals

Ritchie (Meal Tickets)
 Dinner Out-Place/Time
 Who's going to dinner
 Other _____