Event Planning Timeline

3 weeks before
- Set a proposed date/time, theme, goal and budget for your event (be mindful of conflicts per concert and programming calendars)
- Submit Program Registration Form (PRF)
- Meet with your advisor after you’ve submitted the PRF
- Begin spec sheet
- Review past Program Evaluation Form (PEF)
- Delegate tasks
- Create publicity and promote (Posters, Upbeat!, tabling, Facebook, word-of-mouth, Info Tables, Chalking, etc.)

2 weeks Before
- Tickets to be printed, put on sale, and sold through the Office of Student Life
- Request the following through the Office of Student Life:
  - Transportation/Bus
  - Wegmans Card
  - Fund Request Form (for any invoices that should be paid in advance)
  - Catering
  - Facilities and AV Tech (tables, extra trash cans, clean up, sound system, etc.)
- Spec sheet and details should be completed
- Coordinate staffing (Organization’s membership/e-board) include set up and tear down
- Order any Decorations
- Create Signage if applicable
- Coordinate volunteers
- Continue to publicize

1 Week Before
- Confirm with vendors and volunteers
- Extra push of publicizing and tabling
- Paint banner
- Create event bin of supplies
- Create waivers if needed
- Consider rain plan as needed

Day of event
- Make copies of final spec sheet and bring to event
- Hang signage and posters
- Be there 30 minutes before event
- Assign volunteers
- Check space, make sure all Facilities and Tech requests were fulfilled
- Manage waivers, sign-in sheets and/or ticket collection
- Clean up after event

Within 1 week after
- Fill out a PEF form (due 3 business days post-event)
- Hold a post-event meeting
- Count ticket stubs and put in labeled envelop in Student Life Office
- Make sure all invoices have been paid and submit any additional Request for Funds paperwork
- Send “Thank You” notes or e-mails to staff and vendors

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