

Programming Check List

Before the Event:

General Planning

- ☐ Has assessment of resident's needs been completed?
- ☐ Has brainstorming program ideas been completed?
- ☐ Is there enough time to plan the event?
- ☐ Is the Residence Coordinator/Graduate Assistant aware of the event?
- ☐ Has program been approved by RC/GA?
- ☐ Has the date been selected? (Does the date conflict with other events?)

Publicity

- ☐ Has a decision been made about how to publicize the event?
- ☐ Has the publicity been approved?
- ☐ When will publicity be copied?
- ☐ When will publicity be posted?
- ☐ How will publicity be distributed?

Funding

- ☐ Is there programming money to spend?
- ☐ Has a funding request been made to the RC/GA?
- ☐ Has funding been approved?
- ☐ How will the purchase be made?
- ☐ Has all the appropriate paperwork been completed to receive funding?

Equipment

- ☐ What equipment is needed?
- ☐ Has it been reserved?
- ☐ Do you know how to run the equipment?
- ☐ When will the equipment need to be returned?

Food

- ☐ What food will be served?
- ☐ Do residents have dietary needs to consider? (Kosher or vegetarian foods)
- ☐ Does it have to be ordered?
- ☐ Has the money been allocated?
- ☐ Who will pick it up?

Space

- ☐ Where will the event be held?
- ☐ How many people are expected to attend?
- ☐ Has the room been reserved?
- ☐ Can the room accommodate the necessary equipment?

Guest Speakers

- ☐ Has the speaker been contacted?
- ☐ Is there a fee for the speaker? If so, has this been approved?
- ☐ Has a confirmation letter been sent to the speaker?
- ☐ Who will be meeting the speaker?
- ☐ Who will introduce the speaker and has an introduction been prepared?

After the Event:

- ☐ Have the receipts been returned to the RC/GA?
- ☐ Has all the equipment been returned?
- ☐ Has thank you notes been sent?
- ☐ Have all evaluations been completed?
- ☐ Has publicity been removed?
- ☐ Has final paperwork for program been completed and turned in?