

CHECKLIST TO PREPARE FOR AN EVENT ON CAMPUS

LOGISTICS

Committee Chair:

- Location
- Lighting/ Sound
- Seating plan
- Decorations
- Refreshments
- Audio/Video Taping
- Parking

PROGRAM

Committee Chair:

- Schedule of the Day
- Main Speaker
- Faculty Speakers
- Student Speakers
- Elected Officials
- Other Speakers
- Multimedia
- Entertainment

TURNOUT

Committee Chair:

- Faculty
- Students
- Attendance of Classes
- Staff/ Other Campus
- Community
- Unions
- Government

NEWS MEDIA

OUTREACH

Committee Chair:

- News Release
- Calendar/PSAs
- Telephoning
- Ads
- Spokesperson for the Day

MATERIALS

Committee Chair:

- Save-the-Date Flyers
- Promotional Flyers
- Other Handouts
- Fact Sheets
- Signs & Banners
- Stickers/Buttons
- Literature on the Day
- Sign-in Sheets