## PROGRAM PLANNING CHECKLIST

### TWO MONTHS (OR MORE) PRIOR TO EVENT

- **Financial Arrangements**
  - Proposed budget completed
  - Funding requested from SGB
  - Fundraising committee is assigned
- **Facility Reserved**
  - Space requested through Course and Event Viewer
  - WPU Reservations Office contacted
- **Contractual Arrangements**
  - Speaker/Performer signed contract received
  - Contract reviewed by Office of Student Life
- **Publicity Planning**
  - Reserve informational table
  - Determine how event will be publicized

### ONE MONTH PRIOR TO EVENT

- **Building and Grounds Arrangements**
  - Facilities Management contacted (if necessary)
    - Extra tables and chairs
    - Outdoor electricity
    - Trash removal
- **Security**
  - Coordinated through WPU Reservations
- **Tickets**
  - Coordinated through WPU Ticket Office
- **Audio-Visual Equipment**
  - Reserve through WPU or Media Services

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**STUDENT ORGANIZATION RESOURCE CENTER**

833 William Pitt Union  
3959 Fifth Avenue  
Pittsburgh, PA 15260  
412-624-7116, Fax: 412-648-1366

E-mail: sorc@pitt.edu  
Website: www.sorc.pitt.edu  
Hours: M-H 8:30am-5:30pm  
F 8:30am-5pm

See Reverse for additional planning information!
# Program Planning Checklist

**WHAT DO YOU NEED TO DO AND WHEN?**

## Two Weeks Prior to Event

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**-Publicity**
- PITT News Ad
- Fliers from SORC
- WPU digital signs
- OCC Event Registration submitted to SORC

**-Hospitality**
- Lodging/Travel plans confirmed
- Food/Refreshments confirmed

## Day(s) of Event

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**-Carry Out Assignments**
- Guests
- Hospitality
- Audience Evaluation
- Set-Up/Clean-Up

## One Week After Event

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**-Financial Arrangements**
- Collect invoices and/or receipts for all expenses
- Submit invoices and/or receipts to SORC Business Office for payment
- Reconcile Budget

**-Thank You Notes**

**-Evaluation**
- Read completed evaluation forms
- Make notes and recommendations for next year
- Keep files of this information in a permanent location

## Other Program Planning Tips

- Delegate! You may want to assign committees on fundraising, hospitality, publicity, and facilities.
- Schedule meetings at least every 2 weeks to determine progress and make adjustments as needed.
- Be sure to review contracts with the SORC Business Office to ensure accurate information before submission to the Office of Student Life for approval.
- Confirm, confirm, confirm all plans! Use this sample checklist to help you.
- Be sure to ask if you have questions!