STUDENT CLUB/ORGANIZATION EVENT DAY CHECKLIST

The Day of the Program:
__Check in with CSC/event location manager for last minute questions
__Pick up check(s) for performers from SGA
__Do a walk-through of all locations (dressing room/performance/event areas)
__Meet performers/contracted performers. Get them situated. Do they need anything?
__Double check all service orders and verify completed
__Introduce yourself to custodial, police, etc…
__Complete sound check if necessary
__Obtain an introduction from performer, review the event with the speaker/performer step-by-step (any special requests or logistics that may need addressing)
__Meet with Volunteers – do a run-through of event (clarify roles)

During the Program:
__Introduce the performer(s)
__Have a runner by performance area for last-minute performance needs
__Do a sweep of the venue area – make sure everything looks good
__Keep a birds-eye view of the event – it is important to not forget you are still in charge of the event

After the Program:
__Pay the performer(s)
__Return the venue back to the way you found it (clean-up, etc…)
__Thank your performers, service people, volunteers, etc…
__Complete post-event evaluation for future years – what worked well, what needs improvement, etc.
__Complete a budget review of event, reconcile budgets
__Count and deposit money (through SGA)
__Submit any budget/follow up paperwork to SGA
__Follow up with CSC staff– let us know how it went.