THE PROGRAMMING PROCESS
Checklist for Programming:
A. General Planning
   _ Has assessment been completed?
   _ Is there sufficient time to plan event?
   _ Has the date been decided?
   _ Is there space available for desired event?
   _ Has your event been approved by appropriate persons?
   _ Does the date conflict with other events?
   _ Have you discussed the program with your supervisor?

B. Publicity
   _ Have you decided how you will publicize?
   _ Have you budgeted publicity costs?
   _ Have you decided on target dates?
   _ Has publicity materials been submitted for duplication?
   _ Has permission been obtained for posting publicity?
   _ Have distribution methods been decided?

C. Funding
   _ Have you secured resources (RLC, meals signovers & other)?
   _ Have you received or picked up purchase order?
   _ Are receipts being kept and properly submitted?

D. Equipment and Props
   _ Has it been decided what's needed?
   _ Has it been reserved?
   _ Will there be someone at event who knows how to set up/run equipment?
   _ Has the cost been budgeted?

E. Food
   _ Has the menu been decided?
   _ What and how much needs to be ordered?
   _ Has the funding been secured (meals signovers, RLC & other)?
   _ Has the food been ordered?
   _ Has the food been picked up or delivered?

F. Space
   _ Where is the event to be held?
   _ Will the space hold expected attendance?
Has the room/space been reserved?
Will it accommodate needed equipment?
Have guidelines for use of space been reviewed for limitations?

G. Speakers
Has speaker(s) been identified?
Has speaker been notified/confirmed?
Has funding been secured, if needed?
Have travel arrangements been made?
Has someone been assigned to host speaker(s)?
Has an introduction been arranged?
Has a thank you note been sent?

H. Miscellaneous
Has setup been arranged?
Does the event need security?
Have security needs been taken care of?
Has clean up been arranged?
Has room been returned to original condition?

I. After the Event
Have the bills been paid?
Have receipts been submitted properly?
Have all props/equipment been returned?
Have thank you notes been sent?
Has PROGRAMMING REPORT FORM been completed and submitted?
Has all publicity been removed from public spaces?

(Checklist Adapted from the Clemson University Programming Manual, p.148)