

A Quick Checklist of Who to Talk to When

Please note that needs may vary during the 2022-2023 Academic Year to follow Covid-19 CDC, State, and University Guidelines.

Part 1 – Two-Four Months Out:

- Program Idea _____
- Budget Proposed – Anticipated Costs _____
 - Budget and account information can be obtained from the portal or the Office of Student Engagement.
- Meet with Organization Advisor and/or Executive Board
- Submit online form: <https://etcentral.monmouth.edu/#/form/265>
- Make appointment and meet with Director of The Office of Student Engagement
- Room Reserved – Location _____ Time _____
- Identify what portions of the event will need to be contracted (DJ, Performers, Sound etc....)
- Any large purchases? Do we have a quote? Is a Purchase Requisition needed?
 - See the Office of Student Engagement for assistance and further instructions.
- Identify what other services will be needed:
 - Food _____
 - Custodial _____
 - Police/Parking _____
 - Event set-ups _____
 - Media Center _____
 - Tickets _____
 - Other _____

- Complete Performance Worksheets for any contracted service (obtained when you meet with Director). **Don't ask for or sign a contract.** A member of the Student Engagement staff or an advisor must ask for this.
- If needed, meet with the Assistant Director of Student Engagement to obtain written permission to use outside food vendor.
- Work with the Student Engagement Office to get contracts for any performers, vendors, and services.

Part 2 – Minimum of One Month Out:

- Meeting with student group – obtain feedback on ideas generated through Part 1
 - Do an initial logistics meeting with essential individuals in group
 - Book hotel for performer (if applicable) – Hotel _____ Confirmation Number _____
 - Review Performance Contracts. Are there additional services based on the contract to negotiate and/or provide:
 - Confirm and order services listed in Part 1 as per advisement of Director of Student Life Logistics
 - Develop a timeline for night of events
 - Doors Open _____
 - # Workers Needed _____
 - Develop marketing/advertising campaign (see ways to advertise on page 78).
 - Please have any flyers approved by the Office of Student Engagement.
 - Any Electronic Sign Forms need to be turned into the SGA administrative assistant.
 - Any table reservations for the Student Center need to be reserved through the Office Student Engagement in advance (limit to one organization per week).
- <https://etcentral.monmouth.edu/#/form/265>.

- Process contract for payment (through Office of Student Engagement, if applicable).
- Complete work orders, request audio/visual from Help Desk, and work with Gourmet Dining to place food order (if needed).
 - For Anacon setup see the Student Operations for a diagram.
- Is a quick order needed? If so they are limited to (2) \$200 purchases (Shoprite or Kmart)
 - See Office of Student Engagement for form (keep receipts).
- Are there any items that need to be purchased? If yes, a request for funds form is needed .
(<https://etcentral.monmouth.edu/#/form/561>) .
- See Office of Student Engagement or the Director of Student Life Logistics for approved spending procedures.
- Are there any sort of waivers or hold harmless forms that need to be filled out prior or during the event?-Please see the Office of Student Engagement.
- If approved to use outside food vendor, obtain all legal, health, and certification forms needed for Gourmet Dining and Student Engagement to approve and file.

Part 3 – Two – Four Weeks Out:

- a. Purchase any additional needs from performance contracts. _____
- b. Have all advertising started on campus. List three advertising methods below:
 - _____
 - _____
 - _____
- c. If tickets are being sold. – From _____ Cost _____
- d. Obtain volunteers.
- e. Review budget. Is the event falling on target?
- f. Does the performer, vendor, or program need anything special (i.e.: rider needs, technology or electrical needs, etc.)

Part 4 – Two Days – Two Weeks Out:

- a. Refresh all advertising methods
- b. Call performers/agent to finalize all arrangements
 - Arrival Time _____
 - Exchange Emergency Contact Info _____
 - Anything else performer mentioned of note _____
- c. Develop a task list/checklist/timeline for day of
- d. Verify all contracts have been processed for payment
- e. Gather all requests/work orders into one central location for easy access
- f. Confirm all facilities, media operations, and other requests

Part 5 – Before the Show (Day of):

- a. Check in with Student Engagement – last minute questions
- b. Pick up check(s) for performers from Office of Student Engagement
- c. Do a walk-through of all locations (dressing room/performance/event areas)
 - Room arrangements set
 - Confirm any help desk requests (or event rider needs)
 - Double check any facilities requests
- d. Meet performers/contracted performers. Get them situated. Do they need anything?
- e. Double check all service orders and verify completed (introduce yourself to custodial, police, etc....)
- f. Complete Sound check if necessary

- g. Obtain an introduction from performer
- h. Meet with Volunteers – do a run-through of event (clarify roles)

Part 6 – During the Show:

- a. Introduce the performer
- b. Have a runner by performance area for last-minute performance needs
- c. Do a sweep of the venue area – make sure everything looks good
- d. If outside, check perimeter for noise

Part 7 – After the Show:

- a. Pay the performer
- b. Return the venue back to the way you found it (clean-up, etc....)
- c. Thank your performers, service people, volunteers, etc....
- d. Complete post-event evaluation
- e. Complete a budget review of event
- f. Follow up with Student Engagement – let us know how it went.