

Program Planning Reminder Sheet

Title of Program: _____

Date/Time of Program: _____

Contact person/people (name, email, room number): _____

Room reserved by whom: _____

What do you need for set up for the program? (Furniture, equipment) _____

Supplies for Program:

Supplies needed for program _____

How much money do you need to request for supplies: _____

Shopping for supplies when: _____

Who is requesting PA from Brenda/Dawn/Brett? _____

Did you turn in your receipts? _____

Where are you storing items after being bought? _____

Publicity

Who is doing publicity? _____

What kind of publicity (house signs, word of mouth, emails, floor signs, etc) _____

When is publicity being distributed/hung up (if posters?): _____

When and where do you want it up? (bathrooms, lounges, lobby, etc) _____

If you would like to send an all hall email, who is writing and sending it to RLC/? _____ By when? _____

Day of Program:

Did you put beverages in the refrigerator? _____

What time are you meeting the day of program for set up? _____

When do you need to move equipment or furniture? _____

Who is helping clean up? _____

Did you take all the trash out of the room? Did you put all items NEATLY back into senate room?

After program:

Are there things you want to talk about at senate about what worked well or for making it better next time?

Feedback?

