

Programming Checklist

Program: _____

Assigned Staff Member(s): _____

Date/Day _____ **Time (Start/ End)** _____

Event Location: _____

Room Reserved _____

Presenter (and SSN): _____

Address _____

Phone _____ Cell Phone _____ Fax _____

Email _____ Payment _____

Registration/Tickets (if required) _____

Evaluations/ Pencils/ Flyers/ Handouts _____

Equipment: Microphone/ Lapel Mike _____ Television _____ Slide Projector/Bulbs _____

Overhead _____ AC/CD Player _____ Batteries _____ Flashlight _____

VCR/DVD _____ Flip Chart(s) _____ Easel(s) _____ Digital Camera/Camera _____

Laptop _____ Cables _____

Room Set Up: Podium _____ Tables _____ Table Skirts _____ Chairs _____

Sound System _____ Displays _____ Water for Speakers _____ Directional Signs _____

RSVP list (if required): _____

Refreshments _____

Publicity: Press Release(s) _____ PSA(s) _____ Mailing _____ Flyers _____

Display _____ Posters _____ Email _____ Other _____

Media Notified _____

Staff Notified _____

Photograph Event _____ **Videotape Event** _____

Room Cleanup _____