

Task	Assigned to	Date assigned	Date needed	Date completed
Task Needed 6- 12 months prior to event/program				
define purpose of the program				
choose event/program				
determine the committee and make sure everyone is represented				
who is the chair				
Draft learning outcomes				
determine assessment and evaluation plan				
explore sites				
are the sites accessible				
Determine rain plan				
determine entry and exit points				
determine partners				
determine student body representation				
what is the budget				
contact list of departments				
select venue				
what are things going to cost/swag/food/venue/				
decorating cost				
arrange for photography				
what are the technology needs.				
Identify social media and existing online resources				
Materials to be purchased				
What materials need to be translated				
Compile student list				
estimate the number of guest				
check dates for conflicts				
Get Contracts for everything you need				
Verify the limitations (campus rules) for food and planning the event				
Make sure there is a secondary location				
Hold the date cards/email				
set publicity schedule				
draft email alerts and email notifications				
Start to prepare the script for the welcome addition				
3-6 months prior to the event				
Set Schedule for the committee meetings				
Determine timeline for the event and its social media present				
Screen #hashtags and search for a unique one				
Possible sponsors for Orientation				
Review designs and posters for the event				
Prepare the final copies and order the marketing above				
Send out invitations via email/mail				
Set the menu for the week				
finalize sound/lighting contract				
Order giveaways and swag items				
2 months prior to the event				
Send invitations out				
distribute marketing				
finalize any last min transportation needs for the event				
finalize contracts for rentals and event performers				
determine campus safety needs and community emergency responders				
determine location and needed signage				
All supervisors to review the plan				
review and revise budget				
review task assignments				
1 month prior to the event				
send out remind to students who have not registered yet				
make sure marketing is contacted and that they are set up to be at the event				
check script and make sure it is sent to the right individuals for approval				
SOAR Leader training and when will it take place				
confirm all presenters to be there				
Give catering the estimate number of attendees				
2 Weeks Prior to the event				
Send out reminder to student				
speaker scrips/schedules sent out and calendar invites				

Playfair hotel reservations				
confirm all reservations and table layouts				
confirm room reservations				
let campus security know what they are doing				
equipment rentals and schedules				
prepare welcome packets and swag items				
confirm things with different constituents				
confirm set up times				
finalize design plans				
1 week prior to the event				
day to day schedule				
contact students who have not registered				
confirm number attending				
hold training of SOAR leaders				
finalize check in staff				
registration procedure				
emergency plan/rain plan				
reconfirm event /program sites, hotel rooms and transportation				
catering finalized				
confirm printed materials				
finalize meals and snacks				
deliver final scripts and schedules				
increase social media presence #hashtagsneeded				
distribute posters				
hold final walk through of site				
cash if needed?				
dress code? Professional Staff? Student leaders?				
Day before event				
Lay out registration and establish your headquarters				
prepare your areas with needed materials for easy set up				
Walk the event site and make a list of last min needs				
Confirm online links, QR codes are working properly				
Organize printed materials for easy distribution				
Make sure all petty cash and checks are ready				
Day of event				
Arrive early to unpack and inventory supplies, etc.				
Have evaluations/assessment forms ready to distribute				
take pictures during the event, take video, ask people to post on social media				
Keep a headcount DURING the program				
Review list of last min needs from prior day				
Check for VIPs in place with script				
reconfirm snacks and meal schedule for volunteers				
check with volunteers to ensure all task are covered				
set up registration area				
check sound/light equipment and staging before rehearsal				
review details with caterer				
review emergency plan and campus safety involvement				
Great special guest: President, VPs, deans, faculty				
Wander the venue to ensure all functions are running as planned				
Task needed within a week after event				
send thank you notes				
conduct follow up meetings with committees to discuss the program				
transcribe/input/analyze evaluations and assessment forms				
file appropriate reports				