

A.S. Event Planning Check-List

Event _____ Date/Time/Location _____

Budget Development/Approval

Date Completed

- Project all estimated expenses and revenue (*see budget sheet on last page*) _____
- Confirm that organization has the necessary financial resources for event and/or develop plan to seek funds from other sources _____
- Get any necessary organizational budget approval _____

Facilities/Reservations/Technical Requirements

Date Completed

- Reservation requests submitted (www.vu.wvu.edu/reservations/) _____
- event space hospitality room(s) vehicles equipment
- banner/kiosk space outreach tabling (red square or VU lobby)
- Reservation confirmation received, signed, one copy to reservations office _____
- If want to rent off-campus venue, approval needed far in advance-see adviser _____
- Submit technical riders to Kate Ranger/Event Services Manager _____
- Arrange access to equipment through media services (if using classroom) _____
- Meet with Kate Ranger re: set/security/tech at 1-2 weeks prior to event _____
- Arrange soundcheck & load in schedule, give to tech lead and Kate _____

Agency/Performer/Contracts

Date Completed

- Offer made (must have space reservation confirmation and budget first!) _____
- Offer accepted _____
- Complete A.S. contracts, have adviser review, send to agent/performer w/ W-9 _____
- Review agency contracts with adviser, make any necessary changes, will be sent to Contract Administration (allow 3+ weeks) _____
- Contracts and W-9 returned to you from agency/performer _____
- make copy for your files, original to Director/Adviser for processing _____
- Technical rider received (make copy for you, one for Kate) _____

Benefit Event (if raising funds for a non-profit organization)

Date Completed

- Meet with adviser to learn about benefit procedures/regulations _____
- Submit benefit approval request (www.as.wvu.edu/business) _____
- After event, work with adviser to develop settlement statement _____

Finances

Date Completed

- Determine whether event will be free or an admission price charged _____
- Set ticket prices (non-student must be more than WWU student price) _____
- Funding requests submitted/co-sponsorships arranged (if applicable) _____
- If any organizations/departments contributing money, ensure \$ is transferred _____
- All necessary Expenditure Requests submitted (www.as.wvu.edu/business) _____
- Performer(s)-at least week ahead for check (submit with contract/W-9) _____
- Hospitality/Catering _____
- Publicity Center _____
- Copy Services _____
- VU Event Services _____
- A.S. Vehicles (along with Vehicle Use Authorization Form) _____

Hospitality/Catering

- Hospitality needs identified and arranged for (review rider for requirements)
- Request to Dining Services Catering a minimum of one week prior to event
- Submit Catering Exemption if necessary
https://west.wvu.edu/admcs/process/forms/University_Residences/univdscateringexempt.aspx
- Hotel/conference housing reservations made (if applicable)
- Arrange for transportation for performer(s), if applicable
- Water for performers

Date Completed

Parking/Directions – Ronni Olsen/Parking Services x3606

- Parking for performers (www.ps.wvu.edu/parking/info/event.aspx)
- Send map with directions to campus, load-in and/or parking location, & venue
- Any other special parking needs (sandwich boards with directional signs, ...)

Date Completed

Miscellaneous

- Address any safety/risk management issues related to the event with adviser
- If a controversial event, work with your adviser to develop a plan
- Review artist rider to be sure all requirements are met
- Recruit/train any volunteers
- Supplies/Decorations
- Arrange for t-shirt/cd/other promo sales
- Develop a printed program for the event (if applicable)
- If a co-sponsorship
 - draft a co-sponsorship agreement detailing responsibilities of each
 - submit any necessary funding transfer forms

Date Completed

Day of Show

- Meet/pick-up performer at agreed on time & place
- Introduce performer(s) to tech/security crew
- Give guest list to ticket sellers (see comp ticket policy)
- Backstage passes given to appropriate people
- Someone designated as stage manager to keep event running on time
- Introduce event/performer(s), thank audience/performers at conclusion
- Pay performer after show (get check from building manager)
- Clean up

Date Completed

Evaluation

- Create/distribute audience evaluation forms (if appropriate for event)
- Fill out event evaluation, get feedback from others involved in planning

Date Completed

Follow-Up

- Thank you notes (performer, people who helped with event, etc.)
- Clip newspaper articles for files and to send to performer
- Submit all receipts and check with Finance Office to be sure all bills paid
- Take down old publicity
- Return any borrowed equipment/materials
- Prepare financial statement of actual income/expenses
- If any underwrites or loans were received, pay them back if applicable
- Other:

Date Completed

Event Budget for _____

Anticipated Event Costs

Performer/Speaker/ \$ _____
 Film Rental \$ _____
 \$ _____
 Set-up/Security \$ _____
 Sound/Lights \$ _____
 Publicity \$ _____
 Advertising \$ _____
 Hospitality \$ _____
 Catering \$ _____
 Lodging \$ _____
 Transportation \$ _____
 Parking \$ _____
 Other \$ _____
 \$ _____
 \$ _____
Total \$ _____

Actual Cost (complete after event)

\$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
\$ _____

Revenue

Anticipated Ticket Revenue

_____ tickets at \$ _____ = \$ _____
 _____ tickets at \$ _____ = \$ _____
 Total anticipated tickets \$ _____
 less 5% city admissions tax \$ _____
 less box office fees* \$ _____
**10% of revenue or \$.50 per ticket, whichever is greater*
Total net anticipated \$ _____

Anticipated Co-Sponsorship Revenue

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
Total Anticipated \$ _____

Tickets + Co-sponsorship \$ _____

Actual Ticket Revenue

_____ tickets at \$ _____ = \$ _____
 _____ tickets at \$ _____ = \$ _____
 Total actual tickets \$ _____
 less 5% city admissions tax \$ _____
 less box office fees* \$ _____
Total net actual revenue \$ _____

Actual Co-Sponsorship Revenue

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
Total Anticipated \$ _____

Tickets + Co-sponsorship \$ _____