

EVENT CHECK LIST

Event _____

Date of event _____

Location _____

Setup time _____

Time of event (include approx. ending time) _____

Event costs _____

- 0 Contract with the performer has been signed (due date)_____ and returned.
- 0 Confirmation note/call to performers one week prior to event.
- 0 Event registration form filled out and turned in at least three days prior to event.
- 0 Performance space for the event has been reserved.
- 0 Check has been cut for the performer.
- 0 Overnight accommodations reserved_____.
- 0 Attended to specific needs or requests from performers_____.
- 0 Enough activity workers are scheduled to work the event.
- 0 Support staff has been hired and given specific instructions at least one week in advance.
(sound crew, lighting technician)_____.
- 0 Special equipment has been procured for event (extra chairs, risers, Genie lift, extension
cords, microphones, lights)_____.
- 0 Audio-visual equipment reserved (video/slide projectors, tv, VCR)_____.
- 0 Food and drinks ordered_____.
- 0 Procured serving trays, cups, napkins, coolers, ice, coffeemaker_____.
- 0 Decorations purchased_____.
- 0 Posters and flyers advertising the event have been made.
- 0 Advertising arranged.
(flyers hung, Observer announcement, weekly calendar, tabling at Kline, etc)
- 0 Returned any borrowed equipment.
- 0 Thank you notes.
- 0 Arrange transportation.
- 0 Other_____

Soundcrew: Sounds needs for MPR & Old Gym – soundcrew@bard.edu
A/V: Supports sound/technical needs for all other spaces on campus – x7814 – av@bard.edu
Reservations: Campus Center, Old Gym & Kline: contact campuscenter@bard.edu or x7099/7097
Olin: contact the Registrar’s Office, x7458; **Residence Halls:** contact Res. Life x7455
Bard Hall: contact Vinnie Mangiamele, x7250