EVENT CHECK LIST

Event Name:
Event Date/Time:
Event Coordinator:
Event Quarter/Year:

*Please have a hard copy of each of the following documents

- Purchase Orders
- Contracts (Signed and dated)
- Tech Requirements
- Advertisement
- Tickets & Flyers
- Venue Contract
- Prior Approval for Food
- Food Sign-in Sheet
- Van/Vehicle Request
- Schedule for Event Day
- Decoration & Layout Plans
- Artist Advertisement & Info
- Cost Breakdown
- Post Event Evaluation
- Planned Budget vs. Actual Budget Spent

I have reviewed this event packet with my advisor, and have included all required materials.

Event Coordinator: _______________________________ Date: __________
Advisor: _______________________________ Date: __________

Revised 4/2/09
REVENUE SOURCES

Ticket Sales
Presold
   Student Price: $_____   #Tickets Sold: ____
   Public Price:  $_____   #Tickets Sold: ____
At the Door
   Student Price: $_____   #Tickets Sold: ____
   Public Price:  $_____   #Tickets Sold: ____

Other Revenue:

BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Spent Last Year</th>
<th>Budget this Year</th>
<th>Spent this Year</th>
<th>Difference</th>
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</thead>
<tbody>
<tr>
<td>Entertainment</td>
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<td>Hotel/Trans</td>
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<td>Decoration</td>
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<td>Supplies</td>
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<td>Venue</td>
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<td>Tech Fee</td>
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<td>Food</td>
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<tr>
<td>Advertisement</td>
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<td>Rental Fee</td>
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<td>Misc.</td>
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<td>Total:</td>
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Revised 4/2/09
POST EVENT EVALUATION

Tickets:
# Tickets Sold: ____
Was the ticket price appropriate for the event: ____Yes ____No
If No, please explain…

Attendance:
# Participants:_____
Actual Cost per Person: $_______
Other Notes:

Performance & Contact Information
Name: _________________________________
Agent: _________________________________
Contact Information:
  Phone Number: _____________  Fax Number: _______________
  Address: _________________________________
  ___________________________________________________________________
  ___________________________________________________________________
  Website: _________________________________
  Email: _________________________________
Would you hire this Artist/Company again? ____Yes ____No
Explain…
POST EVENT EVALUATION

Location & Contact Info
Location/Venue: ______________________________________
Contact Information:
Phone Number: _____________ Fax Number: _____________
Address: _________________________________
Website: ______________________________________
Email: ______________________________________
Would you use this location/venue again? ____Yes ____No
Explain…

Advertisement
Types of Advertisement Used: _______________________________
Was this type of advertisement useful & effective? ____Yes ____No
Explain how it could be improved for next time…

Refreshments
What was provided?
Were the refreshments adequate and appropriate for the event? ____Yes ____No
How can it be improved for next time?
Event Debrief

Pros

Cons