For performers/speakers: Finalize travel arrangements and make sure rooms will work for their performance (these will be a part of a contract)

- - o Design poster
    - o Get poster approved
    - o Post
  - Listservs
  - Social Media
    - o Check University Guidelines

Shopping/Supplies

Who is in charge of shopping/gathering supplies?	
Supplies needed:	

1-2 Weeks Prior

Who is in charge of logistics?	
Who is in charge of volunteers?	
Contact reservations and make sure all details are secured (These could include food for the event, hotel rooms for performers, etc.)	Create a list of all reservations, check when confirmed:
Confirm technology needs and set up needs	Create a list of set up needs to confirm:
Contact perfo	

Be sure that dressing room is set up and all performer requests (in contract) are in dressing room Pick up/meet performer and/or vendor Assist with event set up for the performer Post event: 　Clean-up/break down - make sure the room is back to how it was before the event unless the reservation says otherwise (keep in mind that unless you reserved/paid facilities, no one is cleaning up after you)

Post-Event	
Who is in charge of assessment, debrief, and follow up?	
Send thank you to performers, volunteers, or departments that assisted with the event Pay all balances and turn in grant paperwork ON TIME Post event evaluation is available at http://activities.binghamton.edu. 　o Keep records of all contacts, performers, volunteers, etc. and contact information to have for the future	