

Logistics Worksheet

After you brainstorm and start to plan - think logistics. Please keep in mind, just because it is on the sheet does not mean you need it at your program.

This document is meant as a general guideline to make sure you have your bases covered!

For your event:		If yes...		
Will you have or need...	Y/N?	Point Person	Details	Due Date
Details like date, time, location for the event?				
A cash advance?				
Food from dining at the event?				
Food from an outside source?				
Transportation?				
To book a space on campus?				
Set-up requirements for facilities?				
Audio Visual Requirements?				
Paper marketing ex) posters, flyers, door tags				
Personal marketing ex) face to face invites, personal notes				
Electronic marketing ex) facebook event				

More logistics on back, flip over.

For your event:		If yes...		
Will you have or need...	Y/N?	Point Person	Details	Due Date
An outside vendor ex)band or speaker? W-9 form?			***Please check with the office if you plan to include this ***	
Coprogrammers?				
Decorations?				
Prizes, give aways?			***Please check with the office if you plan to include this ***	
Set up?				
Clean Up?				
Reimbursement?				
Programming Survey?	Yes			
Pictures?	Yes			