



Checklist for Planning and Holding Soc Hops, Dances, Performances and other Major Events

Topics and Questions

Costs

_____ What costs are associated with the event?

Ticket sales

_____ How much will we charge?

_____ Who will sell tickets?

Concessions

_____ Is there a desire or need for concessions at this event?

_____ How will we accomplish this?

Chaperones

_____ Specifically who will be doing this duty (staff and parents)?

_____ Is this an event where police presence is desired / required?

Administrative Coverage

_____ Which administrator is going to cover your event?

Time

_____ When will the event start:

_____ When will set-up need to occur? How long will it take to break down the facility after?

Scheduling

_____ Is the facility available?

_____ If there is another event occurring on-campus at the same time, will parking be an issue?

_____ Are there other events scheduled in close this date that would be competing for student, staff, and parental time and attention?

Set-up of facility

_____ What are your needs (tables, chairs, DJ equipment, podium, microphones, etc.)?

Master Calendar

_____ Has this event been approved on the school's Master Calendar?

_____ Has the actual paperwork been reviewed for accuracy and turned in?

Final Arrangements

_____ Have we finalized dates with sponsors?

_____ Have we requested tickets from the ticket manager?

_____ Have we requested other cash box from finance?

_____ Have we written purchase orders for any expenses to be incurred?

_____ Have we given a list of chaperones to Student Activities and our Administrator?

_____ Have we turned in written instructions and/or diagrams for set-up needs to Student Activities and Building Supervisor?

_____ Have we made arrangements to make any necessary transfer of funds?
