

MASTER CALENDAR OF TASKS AND ASSIGNMENTS

Includes examples of subtasks

Completed	Task	Subtask	Assigned to	Deadline	Notes
	Budget	Confirm costs			
		Finalize/distribute budget			
	Facility	Confirm services/equipment needed			
		Get final cost estimate			
		Make reservation			
		Get reservation approvals			
		Pay deposit			
		Submit set-up/layout			
		Order any separate AV			
		Secure insurance			
	Speaker/Performer (including sound operator if not provided by facility)	Confirm availability and fee			
		Send first confirmation w/ date, time, location, description of program and agreed fee			
		Confirm AV/other needs			
		Get bio for program			
		Send second confirmation packet w/ directions, parking permit, who will meet, contact info			
		Send payment			
	Security	Submit written description of program and facility set-up			
		Get cost estimate from Police/Aggie Hosts			
		Communicate instructions to members			
	Fire	Submit set-up, site plan and equipment			
		Get permit/written approval			
	Ticket Sales	Set ticket prices			
		Confirm Ticket Office fees			
		Send order to Ticket Office			
		Track ticket sales			

Completed	Task	Subtask	Assigned to	Deadline	Notes
		Confirm Ticket Office window hours at event if applicable			
		Get final ticket sales report			
	Publicity	Design logo/artwork/photos			
		Design flyer/poster			
		Print flyer/poster			
		Distribute flyer/poster on campus and in community			
		Design and post publicity on website			
		Write and submit press release			
		Design/submit print ads			
		Set up Facebook			
		Send email announcements			
		Submit radio/TV ads/public service announcements			
		Make class announcements			
		Reserve MU/Silo tables and schedule tabling			
		Set up A-frame/banner publicity			
	Food	Get necessary campus approvals			
		Finalize menu and cost			
		Place catering order or assign food preparation tasks			
		Confirm delivery time and location			
		Order appropriate waste removal equipment			
	Fundraising	Plan activities			
		Get CSI approval for campus activities			
		Reserve tables/space as needed			
		Collect and deposit funds			
	Printed program	Get cost estimate			
		Finalize content, including acknowledgment of co-sponsors			
		Design program			
		Send to printer			

Completed	Task	Subtask	Assigned to	Deadline	Notes
		Deliver to event			
	Host/Emcee of event	Finalize detailed schedule of program			
		Prepare intros/remarks			
	Parking	Confirm capacity			
		Order permits			
	Day of event	Facility liaison			
		Set-up crew			
		Sound check			
		Ushers/greeters			
		Speaker/performer escort			
		Set-up speaker/performer hospitality/needs			
		Meet caterer			
		Collect waivers			
		Stage manager			
		Decorations			
		Evaluations			
		Clean-up crew			
		Equipment take-down crew			
	Post event	Return equipment			
		Deposit funds			
		Get final bills			
		Pay bills			
		Prepare final financial accounting report			
		Get feedback or written report from facility, security			
		Send thank you cards/notes to speaker/performers, sponsors, facility manager, caterer, anyone who helped			
		Conduct cost/benefit analysis of event			
		File detailed record of event with recommendations			

