

~Event Preparation Planner~

Six Weeks Prior to the Event			
Deadline	Date of Completion	Team Member	Task
			-Complete UWSP Pre-Contract Worksheet and submit to Assistant Director of Campus Activities
			-Set Deadlines for tasks that need to be completed
			-Reserve campus space online through Campus Reservations
			-Brainstorm publicity and/or promotional ideas
			-Order items of publicity from the artist's/lecturer's agent

Five Weeks Prior to the Event			
Deadline	Date of Completion	Team Member	Task
			-Review contract specifications with artist's/lecturer's representative
			-Contact Campus Reservations to confirm room set up (x4974)
			-Contact Transportation Services for a vehicle if needed (x2884)
			-Contact Program Services for technical requirements (x4203)
			-Make catering reservation with Food Services or submit a food waiver (x3434)
			-Make Ticket Sales arrangements if needed (x4100)
			-Make a request for Ushers (x4056)
			-Start making arrangements for publicity and/or promotion

Four Weeks Prior to the Event			
Deadline	Date of Completion	Team Member	Task
			-Finalize publicity and/or promotional details
			-Start publicity/promotion of the show

Three-Four Weeks Prior to the Event			
Deadline	Date of Completion	Team Member	Task
			-Continue distribution of publicity/promotion
			-Put tickets on sale if appropriate

One Week Prior to the Event

Deadline	Date of Completion	Team Member	Task
			-Final push for publicity/promotion
			-Check ticket sales if appropriate
			-Contact the artist's/lecturer's representative to review the day of show event schedule and onsite contact information
			-Finalize all details with Program Services, Centers Reservations, Food Service, and UC Box Office

Day of Event (Prior to 4:30pm)

Deadline	Date of Completion	Team Member	Task
			-Pick up the performer's check (and Dressing Room Keys, if needed) at the Campus Activities Office (DUC 340)