

CAMPUS COMMUNITY EVENTS COMMITTEE
PROGRAM CHECK LIST - Procedure 4.06 (continued)

THIS CHECKLIST SHOULD BE COMPLETED AND RETURNED TO THE VICE PRESIDENT OF STUDENT AND INFORMATION SERVICES THREE (3) WEEKS PRIOR TO THE EVENT.

Subcommittee responsible for event _____

Chair of event _____

Name of Event _____

Date _____ Starting Time _____ Ending Time _____

Location (be specific) _____

Tickets: Adults \$ _____ Students/Senior Citizens \$ _____

General Admission: Yes _____ No _____

Reserved Seating: Yes _____ No _____

Although not recommended, should there be a waiting list once the event is sold out? Yes _____ No _____

<u>EVENT APPROVAL</u>	<u>Yes</u>	<u>N/A</u>
1. The event, including all estimated income and expenditures, has been approved by the Campus/Community Events Committee.	_____	_____
2. The event proposal form has been signed by the CCE Chair, treasurer, and subcommittee chair.	_____	_____

CONTRACT (See page 4 for Steps to Complete Contract)

- | | | |
|--|-------|-------|
| 1. Is there a contract on file signed by the performer and the Vice President of Student and Information Services? | _____ | _____ |
| 2. Has the social security number of the performer who signs the contract been given to the treasurer? | _____ | _____ |
| 3. Has a copy of the contract been forwarded to the treasurer of CCE? | _____ | _____ |
| 4. If the event is to be held off campus has a contract been issued with the facility? | _____ | _____ |

- | | <u>Yes</u> | <u>N/A</u> |
|---|------------|------------|
| 5. Has the check been processed for payment to the performer? | ___ | ___ |

PHYSICAL ARRANGEMENTS

- | | | |
|--|-----|-----|
| 1. Has the room reservations and the facility permit been coordinated with the Office of Corporate and Community Services? (It is advisable to do this asap) | ___ | ___ |
| 2. Has the seating chart been completed or added to the facility permit? If assigned seating the Cashier's Office has various charts. Please have seating chart approved before brochure is mailed. | ___ | ___ |
| 3. Have arrangements been made for security? | ___ | ___ |
| 4. Are there any specialty items in relationship to the set up for the program; i.e. sound, seating, lighting, or items requested by the performer in the contract? Explain. | ___ | ___ |
| <hr/> | | |
| <hr/> | | |
| 5. Does the program require a specific or unusual power source? | ___ | ___ |
| 6. Has clean up been arranged; i.e. removal of valuable objects? | ___ | ___ |
| 7. Do any special doors need to be locked/unlocked? | ___ | ___ |
| 8. Are any special signs required? | ___ | ___ |
| Explain _____ | | |
| 9. Have arrangements been made to post the signs? | ___ | ___ |
| 10. Is there a special need to contact the Office of Director of Physical Plant? (i.e. heating, cooling, extra chairs, electricity outside the building, extra cleaning and stock of rest rooms, etc.) | ___ | ___ |

- | | <u>Yes</u> | <u>N/A</u> |
|---|------------|------------|
| 11. If off campus event, have any of the above arrangements been made? | ___ | ___ |
| 12. If off campus event, has the check been processed for rent of facility? | ___ | ___ |

FOOD SERVICE

- | | | |
|---|-----|-----|
| 1. Is food service part of the event? | ___ | ___ |
| 2. Has the Food Services manager been contacted and appropriate arrangements completed? | ___ | ___ |
| 3. Has the cost of the food and beverage, personnel help, etc. been incorporated in the ticket price? | ___ | ___ |
| 4. Is a beverage needed for a speaker/performers? | ___ | ___ |

ACCOMMODATIONS

- | | | |
|--|-----|-----|
| 1. If overnight lodging is part of the contract have reservations been made? | ___ | ___ |
| 2. Has check been processed for payment to the hotel? | ___ | ___ |
| 2. Is a dressing room required? | ___ | ___ |
| 3. Have arrangements been made on the facility permit? | ___ | ___ |
| 4. Are there any specialty items for the dressing room? Explain _____ | ___ | ___ |

PROMOTION

- | | | |
|---|-----|-----|
| 1. Contact the Institutional Advancement Office at least one month prior to the event to coordinate the press release and any special advertising. Please advise the Institutional Advancement Office of the approved advertising budget for the event. | ___ | ___ |
| 2. Are special programs/fliers needed for this event? | ___ | ___ |
| 3. Has the distribution of promotional materials been coordinated? Subcommittees are responsible for making arrangements for distribution. | ___ | ___ |

- | | <u>Yes</u> | <u>N/A</u> |
|---|------------|------------|
| 4. Duplicating and printing requests should be approved by the committee chair. Indicate on the duplicating form the event and account number (01-5-335-000-322). | ___ | ___ |
| 5. Check with the cashier's office periodically to see if the event is sold out before advertising. | ___ | ___ |

TICKET SALES

- | | | |
|---|-----|-----|
| 1. Has the cashier's office been notified regarding sale of tickets; i.e. price, seating chart, maximum number for sale, etc? | ___ | ___ |
| 2. Is a cover/confirmation letter to be used when mailing out tickets? If yes, provide an adequate supply to the cashier's office. | ___ | ___ |
| 3. Is a ticket seller needed the day of the event? If so please contact the cashier's office at least one week in advance for staffing. | ___ | ___ |
| 4. Is food/beverage to be served at the event? If so, please advise the cashier's office of the menu or refreshments. | ___ | ___ |

MISCELLANEOUS

- | | | |
|---|-----|-----|
| 1. If needed, have arrangements been made for meals and/or transportation for the performers? | ___ | ___ |
| 1. Has the price been determined for special sale items (i.e. records, books, etc.)? | ___ | ___ |
| 2. Are special decorations needed? | | |
| 3. Have arrangements been made for their purchase? | ___ | ___ |
| 4. Have arrangements been made for putting them up and/or taking them down? | ___ | ___ |

STEPS TO COMPLETE CONTRACTS, RENTALS, OR OTHER EXPENSES

1. After the event has been approved by the Campus/Community Events Committee, a contract should be drawn up. A supply of blank contracts are available in the Vice President of Student and Information Services' office.

2. The contract should be filled out completely except for signatures. Send the contract to the performers asking them to review, sign, and return the contract to you. When you receive the signed contract from the performer it should be forwarded to the Vice President of Student and Information Services for signature.
3. Distribution of the contract is as follows: White: Vice President of Student and Information Services; Yellow: Performer; Pink: Treasurer; Gold: Contact Person. A copy should also be given to the subcommittee chair.
4. Any check request or purchase requisition should be signed by the committee chair and treasurer before going to the Dean of Business. The check request for the performer should be processed at least three weeks in advance of the performance date.
5. Make sure you request the check be returned to you so that you have it to pay the performer the day of the event. A check will not be issued without a signed contract on file.

TICKET INFORMATION

1. In order to have tickets printed for an event all the pertinent information (event, date, time, location, ticket price) should be given to the Community Relations Office as soon as possible. The CRO will see that the tickets are printed and given to the cashier before any advertising is done.
2. Only the cashier's office will sell tickets to events unless approved by the Campus/Community Events Committee. The cashier's office will number all tickets.
3. A list of people receiving complimentary tickets should be given to the cashier's office as soon as possible.
4. Please advise the switchboard and cashier's office of any private events at the college that tickets aren't sold.
5. STANDARD REFUND POLICY - Unless otherwise notified the cashier's office will use the following as a standard refund policy: The standard refund period is seven calendar days prior to the event and tickets must be returned to the cashier's office for refund. In the event of a cancellation of a performance the College will issue refunds by check only. NOTE: A memo from the chair of the event should be sent to the cashier's office to initiate refunds.