

Student Group Programming Timelines

These are the general guidelines for event planning at The Evergreen State College. **The Risk Assessment Review Team RART** may review events if the attendance is over 100, if advertising to the general public, if the event is outdoors and/or if there is cash handling of any kind. Some item numbers may not apply to your specific event.

Advanced Planning	Item No.	Description	Comments
45 days	1	As a group, identify the basic type of program. Entertainment, recreational, educational or community services etc....	Advisors must review all contracts and technical riders sent to student groups by agents.
	2	Select the performer: Check with the artist agents about availability and cost. Develop a budget for your event and review it with your co-coordinator and constituents	
	3		
35 days	4	The S & A Board may approve and fund all or part of a Special Initiative program. Pickup applications from your advisor.	Volunteer groups or student groups with budgets are welcome to apply for Special Initiative funding. CPJ, KAOS, flyers Posters etc.
	5	Complete Student Activities Event Planner, then a Tentative Production Worksheet and discuss the detail with your advisor to develop a program budget. <u>Groups must have secured funding and event space confirmed before submitting their RART proposal.</u>	
	6	Discuss your target audience, and develop the advertising campaign to reach them.	
30 days	7	Submit a Client Service Agreement (CSA) Order Form to your advisor. This information is used to create a legal contract that will be mailed to your performer for signature. The contract process must be completed eight days prior to the event. <u>Some events must have prior approval by the RART before mailing contracts.</u>	Your advisor will need the correct name, address and phone # of the performer.
25 days	8	After receiving a Campus Production Report, (CPR) make arrangements for your production needs. <u>Event space must be confirmed before the RART review.</u> Scheduling a venue, lighting, sound, staging, and custodial services is required for all S & A events.	Gather signatures from key TESC departments.
21 days	9	Intensify your promotion and publicity campaign by focusing on your target audience. Advertising! Arrange for tickets printing if tickets are being sold.	CPJ, KAOS, flyers, Posters, banners, The Olympian, etc.
<p>Prior to printing or copying of any materials to be used for advertising or announcing an event, the organization advisor must review the master document. All purchase requisitions for printing or copying must have the advisor's initials before the purchase will be arranged. Additionally, under no circumstances will reimbursement be provided for printing or copying not reviewed by the advisor prior to the work being completed. The purpose of this review is to ensure that all information needed to make the documents effective have been included.</p>			
	10	Arrange for ticket printing if tickets are being sold in advance. Make arrangements and agreements with your ticket outlet locations.	
14 days	11	Make arrangements for performer's ground transportation with a private car service. Students are not allowed to use personal or state vehicles to transport performers to and from airports, train or bus stations and hotels.	Travel cost must be added to your budget proposal.
7 days	12	Assign constituents and volunteers specific responsibilities related to your event. You will need help with setup, breakdown, and cleaning.	Event Task Breakdown Sheet
4 days	13	If you need a cash box, submit a Till Request to the Cashiers Office no later than 4 days before your event. This would also be a good time to pick up the honorarium check for your performer.	Tills and checks must be picked up by 4pm on Friday for events that fall on the weekend.
Day of Event	14	Have someone assigned to greet the performers when they arrive on campus. Make sure your event starts on time.	
Post Event	15	Pay the performer after the event and thank them. Breakdown and clean up the room.	
Next mtg.	16	Evaluate the event using the Student Activities evaluation form.	Use this info. for your quarterly report.