

PROGRAM CHECKLIST

Name of Program: _____ Date: _____ Time: _____

Person Responsible: _____ Date: _____

- | | | |
|--|-------|-------|
| 1. Talk to committee (advisor) about program | _____ | _____ |
| 2. Reserve/confirm venue | _____ | _____ |
| 3. Start program file with this form | _____ | _____ |
| 4. Fill out SAR(s) for fees, expenditures | _____ | _____ |
| 5. Talk to advisor, Office of Student Activities staff
about any performance contracts | _____ | _____ |
| 6. Offer made by advisor/director | _____ | _____ |
| 7. Contract received/forwarded to SG Finance | _____ | _____ |
| 8. Program Planning Form initiated with OSA
(online at www.union.ufl.edu/involvement) | _____ | _____ |
| 9. Publicity materials developed | _____ | _____ |
| 10. Audio-Visual request submitted (if needed) | _____ | _____ |
| 11. UPD notified (if needed) | _____ | _____ |
| 12. Press release submitted | _____ | _____ |
| 13. Transportation arranged | _____ | _____ |
| 14. Hospitality arranged (food, etc.) | _____ | _____ |
| 15. Flier proofed (advisor) | _____ | _____ |
| 16. Ads placed | _____ | _____ |
| 17. PR distributed | _____ | _____ |
| 18. Review contract one week prior | _____ | _____ |