

Backward Calendar

| | Due Date | Date Completed |
|--|----------|----------------|
| PRIOR TO APPLYING TO THE CSFC | | |
| <ul style="list-style-type: none">Decide on event dateContact the agent for availability, prices, special arrangements, etc. | _____ | _____ |
| | _____ | _____ |
| 6 WEEKS PRIOR TO THE EVENT | | |
| <ul style="list-style-type: none">Submit application/proposal to the CSFC - include budget considerationsSet deadlines for the tasks that need to be completedMeet and outline the responsibilities of each person for the eventBrainstorm on publicity ideas | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| 5 WEEKS PRIOR TO THE EVENT | | |
| <ul style="list-style-type: none">Make reservations for facility and physical set-upsIf needed, make hotel reservations for the artistStart making publicity arrangementsCheck contract negotiations | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| 4 WEEKS PRIOR TO THE EVENT | | |
| <ul style="list-style-type: none">Complete publicity arrangements – submit press release, newspaper ad, etc.Arrange for food service and/or beverage concessionsSet up technical servicesBe sure tickets and cash box have been completed/reserved, if required | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| 3 WEEKS PRIOR TO THE EVENT | | |
| <ul style="list-style-type: none">Decide who will be responsible for placing publicity around campusUpdate and finalize all publicityBegin distribution of publicity to those helping with the eventMake final arrangements for cash box, etc. if selling tickets to the event | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| 2 WEEKS PRIOR TO THE EVENT | | |
| <ul style="list-style-type: none">Submit information for purchase requisition to CSI SecretaryHang all publicity in approved posting areas around campusBegin ticket sales, if selling prior to event | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| 1 WEEK PRIOR TO THE EVENT | | |
| <ul style="list-style-type: none">If paying, confirm manner and timing of artist's paymentReview the responsibilities of each person for the eventConfirm all reservations and set-up needsDetermine who will introduce the artist, write introduction, etc. | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| DAY OF THE EVENT | | |
| <ul style="list-style-type: none">Make sure all tasks are completeMake arrangements for transportation of artist to and from event, etc.Meet prior to beginning of the event for last minute instructionsSupervise set-up of event | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| AFTER THE EVENT | | |
| <ul style="list-style-type: none">Make sure clean-up is initiatedThank the artist and give him/her the check where applicableComplete the event evaluation formWithin one week, return completed evaluation to the CSIBe sure all publicity from the event has been taken down by 5 PM the following day | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |