**Successful Programming**

**Please ensure all details on the Executing a Contract document are complete**

**3 weeks in advance:**

*Marketing:*
___ Begin brainstorming posters, signs and other promotional ideas
___ Start spreading word about the event
___ Check Master Calendar to ensure description of event is accurate

*Location:*
___ Check Meeting Room Manager to ensure that location is reserved for the correct amount of time – Remember to keep in mind Set-up & Tear-Down!!
___ Check on dressing room location if applicable

*Tech:*
___ If event is taking place in the Thomas Commons, contact the tech assistants – They may ask you to contact Matt Zhorne (x4261)

*Performer:*
___ Read contract to ensure we meet all provisions – Do this prior to meeting with Tech Assistants
___ Notify Bon Appetit, through email or phone (x4499) to let them know a performer is coming to campus and will be eating at the Zamora’s or Hilltop.
___ Make hotel reservation at the Sleep Inn (895-0055)
   Follow steps in Hotel Reservation document

**2 weeks in advance:**

*Marketing:*
___ Print posters and get them up in Res Halls, Academic Buildings and Commons

*Performer:*
___ Reread contract to make sure all provisions are met
___ Check that performer is listed on the Business Office W-9Vendor List. If they are not, send the performers W-9 to bus_office@cornellcollege.edu REMINDER: PERFORMERS CANNOT GET PAID WITHOUT THIS FORM
___ Submit check request on Community
   Have the check sent to your campus mail so you can hand the performer the check

*Organization:*
___ Recruit members to assist with set-up, tear-down, greet guest, and introduction of performer. WRITE DOWN THEIR INFORMATION
1 week in advance:

Marketing:
___ Design and put up OC sign
___ Push event by word of mouth

Performer:
___ Call performer/agent to confirm any details. See what they need for meals (if in contract), if they want to eat before or after the show and let them know what is available during those times (Zamora’s or Hilltop). Offer to send directions & campus map if needed. Share your cell number (if comfortable) so they know who to contact if they have any questions.
___ If picking up/dropping off at airport, finalize these plans at this time
___ Call Sleep Inn (895-0055) to confirm reservation

Organization:
___ Remind members that volunteered to assist with show

One day in advance:

Performer:
___ Check location to make sure it’s ready (and dressing room!)

Marketing:
___ Tape OC
___ Spray paint kiosks
___ Chalk sidewalks
___ Any other ideas?!

Organization:
___ Remind volunteers that they have committed to helping for the event

Day of:

Organization:
___ Any last minute reminders for volunteers
___ YOU need to be at the performance site (and stay there) in case there are questions. YOU are the contact person for everyone! (Unless there are extenuating circumstances)

Performer:
___ Make sure you have a Bon Appétit Department Charge form for the performers’ meal
___ Prior to performance, ensure the introduction is accurate
___ Hand check to performer after the event
**After an event:**

*Marketing:*
__ Remove tape, posters, OC sign, and other promotional materials

*Organization:*
__ Thank those that helped you with the event (A quick email is fine)
__ Evaluate the event and how to improve for future events