# 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 <mark>tech assistants</mark>– 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