Lead Student Checklist Packet

You are the lead student for this project meaning you are responsible for all details of this performance. You can delegate to the team as needed or ask for help where necessary but it is up to you to make sure you’ve got all your bases covered. Your advisor will assist you in the process but you are expected to take ownership and responsibility for this event. Use this packet as a resource for completing the project.

**Where do I start?**

**\_\_\_ Step 1:** Decide on performance date, time and reserve venue (check campus calendar for time conflicts)

\_\_\_ **Step 2:** Begin contracting (see pg. 4 “Contracting Info”)

**\_\_\_ Step 3:** Is performer a vendor (ask advisor to look in Banner)? If not they need to submit a W9. Most agents already have these for their companies and in some cases, will send them along with the booking info. Blank W9 forms are available on the business affairs portion of the OIT website or from your advisor.

**\_\_\_ Step 4:** Fill out a Personal Service Contract Information form (available thru Chris Frazier) and give this and performer’s contract to Leticia Hill in Business Affairs. Submit a photocopy of these documents to your advisor and to the CA secretary/treasurer for CA records. **Must be submitted no later than two weeks prior to event!** Once the check is ready, work with advisor to put check in safe until night of the event.

**\_\_\_ Step 5:** Discuss expectations for language and audience considerations; Ask performer for an “appearance rider” and forward it to the Event Manager; follow up on any extra expenditures (equipment rentals etc.)

**\_\_\_ Step 6:** Work with community liaison on sponsorship possibilities

**\_\_\_ Step 7:** Get EPK (electronic press kit) to advertising coordinator along with event details (who, what, where, when, student talent, etc.) EPK’s available on sonicbids.com or from performer/agency

**\_\_\_ Step 8:** Coordinate any special event info like raffles or awards and inform event manager. If desired, obtain DONATED OIT apparel from bookstore for performer(s).

**\_\_\_ Step 9:** Find an Emcee and student talent to open for act and coordinate with student and act on details; inform event manager of any additional equipment needs

**\_\_\_ Step 10:** Follow up with advertising coordinator and media relations and ensure event info makes it to media outlets; follow up with secretary/treasurer to ensure cash box has been secured

**\_\_\_ Step 11:** Make sure that posters/fliers get printed (DRC) and distributed to Res Hall Liaison and Info Desk (advertising coordinator should take care of this but follow up with them)

**\_\_\_ Step 12:** Ensure team knows their advertising responsibilities (chalk talk, WOM, alternative advertising, etc.)

**\_\_\_** **Step 13:** Double check venue reservations and equipment needs with Info Desk and Event Manager; be sure to reserve computer for card reader and crowd gates (athletics)

**\_\_\_ Step 14:** Confirm travel arrangements for performer and arrange rides/greeters where needed

**\_\_\_ Step 15:** Coordinate event set up needs with event manager and inform team when to show up

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**\_\_\_ Step 16:** Arrive EARLY (that means if the team is to be there at 4pm, you show up at 3:30pm) and assign a runner for last minute errands/needs; ensure team members understand what is needed for set up; get water(s) for performers

**\_\_\_ Step 17:** Make announcement in CU and Library just before event. Cue Emcee and enjoy the show!

**\_\_\_ Step 18:** Once show is over, get check from safe and give to performer

**\_\_\_ Step 19:** Help clean up event (team is expected to stay and help as well)

**\_\_\_ Step 22:** Save data, clean up, and return to advisor. Upon receipt of stats from ITS, use template from T: drive to compile data into charts to present to team at next meeting

**\_\_\_ Step 21:** Send thank yous (within one week) and give yourself a pat on the back!