

# DAVIS CENTER EVENT CHECKLIST



<b>EVENT TITLE:</b>	
PRESENTER(S):	STUDENT GROUP:
EVENT DATE:	STUDENT CONTACT:
EVENT TIME:	STUDENT UNIX:
EVENT LOCATION:	STUDENT CELL:

## PRESENTER(S)

Task	Assigned to	Complete by	Details/Notes
Contract (24 hours)			
W9			
Lecture Release			
Transportation to Williams			
Transportation at Williams			
Parking Pass			
Lodging			
Meals			
Dietary Restrictions			
Point person			

## LOGISTICS

Task	Assigned to	Complete by	Details/Notes
Venue booked (EMS)			
A/V Requirements			
Catering			
Stage/room requirements			
Hosts			
Other			

## PROMOTION

Task	Assigned to	Complete by	Details/Notes
Posters			
Group listserv/newsletter			
DC newsletter			Send blurb/info to Hana
Facebook event			
Twitter/Instagram/Tumblr			
Daily Messages			2 for students, 1 for faculty/staff
Williams event calendar			Only if open to public
Press release			Brooks-Rogers or '62 Center only
MinCo calendar			MinCo groups only
Ads (Record, Eagle, etc)			

## FUNDING

Task	Group	Contact	Account Number
Primary sponsor			
Co-sponsor			N/A
Co-sponsor			N/A
Co-sponsor			N/A