

Appendix 1

“Program Lead” Checklist

Prior to the event...

- ___ Review contract
- ___ Review contract several hours before they arrive to make sure your set.
- ___ Check in with Advisor for any last minute info/arrangements
- ___ Purchase any food/beverages for green room specified in the Contract Rider
- ___ Setup green room
- ___ Check in with fellow programmers, crew and Advisor, review event schedule i.e. who is doing what?
- ___ Help crew setup: chairs, stage, equipment, etc.
- ___ Help with unloading/setting up equipment if you're not needed with the artist
- ___ Assign another programmer to work on pre-show advertisements on the screen or a text message screen.
- ___ Greet speaker(s)/artist(s)/performer(s) and show him/her/them to green room
- ___ Get/show where food/beverages for the speaker(s)/artist(s)/performer(s)
- ___ Confirm security is in place (if necessary) and knows what they're supposed to do (if a large event, give security a call to give them a heads up)
- ___ Ask speaker(s)/performer(s) if they have preferences about their introduction
- ___ Discuss event schedule with speaker(s)/performer(s) i.e. where and when to be in place, order of event (provide a copy of event program if there is one)
- ___ Check in periodically with crew, fellow programmers, speaker(s)/performer(s) leading up to event to see if they need anything
- ___ Are you excited? Having fun? Keeping a positive attitude? ☺
- ___ Greet students/community members/alumni as they walk in

After the event...

- ___ Hand speaker(s)/artist(s)/performer(s) their check as soon as they walk off stage
- ___ Help artists with bringing equipment/gear to their vehicle.
- ___ Assist crew with taking down stage, stacking chairs, putting away equipment, putting couches/chairs/tables back, etc.
- ___ Fill out time sheet

Appendix B

Day of event..." Checklist for

Crew Leader

- _____ If not wearing a crew shirt, go grab badge
- _____ Review sheet and make sure all crew members are there
- _____ Check in with Colin (or event coordinator) for any last minute info/arrangements
- _____ Assign who goes and gets items and share with team what items you're getting
- _____ See if assistance is needed with loading in equipment from OSA artists
- _____ After set up is done, re-check in with the person running event and introduce yourself and let them know that your support for the event
- _____ Talk to speaker(s)/artist(s)/performer(s) about schedule for the event i.e. where and when to be in place, order of event, and technical operations of the event
- _____ Assign even responsibilities (lights, sound, etc.) and let team know what you're doing for event
- _____ Test out equipment
- _____ During event, if there are any technical issues, you will address them or assign a crew to fix it
- _____ After event, review sheet for the next setup or tear down and then assign/help tear down.
- _____ Re-Check in with person running event
- _____ Have everyone check in before leaving
- _____ Fill out time sheet and peace

Crew Tech Layout

Channel/Input	Wireless Mics	Channel/Input	
1		1/17	
2		2/18	
3		3/19	
4		4/20	
5		5/21	
6		6/22	
7		7/23	
8		8/24	
9	Ipod	9/25	
10	Ipod	10/26	
11	_____	11/27	
12	_____	12/28	
13	_____	13/29	
14	_____	14/30	
15	_____	15/31	
16	_____	16/32	
Aux 1/Monitor 1			
Aux 2/Monitor 2			
Aux 3/Monitor 3			
Aux 4/Monitor 4			



Notes: