

Campus Activities Board Event Form

Event/Act	
Date	
Time	
Venue	
Co-Chair	
Personnel	
Personnel	
Personnel	

Contracts <i>please sign and date</i>	
Requested	
Received	
Returned	

Venue <i>please sign and date</i>	
Reserved	

Rider/Specs <i>please sign and date</i>	
Requested	
Received	
Details	_____

Sound <i>please sign and date</i>	
Provider	
Contracts	
Returned	

Lights		<i>please sign and date</i>
Provider		
Contracts		
Returned		

Promotion		<i>please sign and date</i>
Materials		
Contracts		
Publicity Begins		

Hospitality		<i>please sign and date</i>
Chair		
Supplies		

Final Check In		<i>please sign and date</i>
Sent Campus Info		
Check-In Call		

Payment		<i>please sign and date</i>
Check picked-up		
Check Delivered		

Accommodations		<i>please sign and date</i>
Hotel		
Confirmation No.		
Telephone		
Address		
Address		

Load-In Info		<i>please sign and date</i>
Arrival Time		
# Crew Requested		
Telephone		
Address		
Personnel		
Personnel		

Manager Info		<i>please sign and date</i>
Name		
Telephone		

This is a general form to track all the details involved in presenting a campus event. Consider it as a "Master List" of things-to-do. There are some items, which will not apply to your programs or your campus. Please feel free to add or delete items with regard to your specific needs. Print it out, modify it, and use it stay organized with your campus programs.