(Production Checklist)

<table>
<thead>
<tr>
<th>To Do</th>
<th>Who</th>
<th>Target Date</th>
<th>Date Complete</th>
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<tbody>
<tr>
<td>1. Review contract and note production details.</td>
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<tr>
<td>2. Request a meal, social activity, or reception with guest for before/after the program.</td>
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<td>*When contract is being processed</td>
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<td>3. Make arrangements for sound and lights with A/V (227-2913).</td>
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<td>4. Determine admissions policies.</td>
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<td>5. Reserve a cash box and attendance counters with the Center for Student Enrichment (CSE) (227-2439).</td>
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<td>6. Reserve the facility and a dressing room (if necessary).</td>
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<td>7. Submit a “Student Organization Facility Request Form” to the CSE.</td>
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<td>8. Review facility set-up requests with facility staff.</td>
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<td>9. Reserve a hotel room(s).</td>
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<td>10. Arrange for meals and needed hospitality items.</td>
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<td>11. Arrange for local transportation.</td>
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<td>*Vehicles can be reserved through the Transportation Office (227-2823).</td>
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<td>13. Arrange for ticket takers, ID checkers, and/or security.</td>
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<td>14. Select an organization member to do an introduction.</td>
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<td>*Acknowledge funding sources and identify your group as the sponsoring organization.</td>
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<td>15. Attend to miscellaneous contract requests.</td>
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Center for Student Enrichment
For more information, contact us at:
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