

# (Production Checklist)

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

Center for Student Enrichment  
 For more information, contact us at:  
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