

Set Your Goals :

The following questions serve as a checklist before finalizing and printing the fliers for your promotion:

- ✓ Do you have a realistic budget? Have you looked into all costs, including hidden costs (like security and technicians)?
- ✓ Do you have enough money to pay for the program?
- ✓ Does the university have the space that you need for the program?
- ✓ Is that location or space available on the date and time that you want? Have you booked the space?
- ✓ What other events are already on the calendar that might present a conflict? Be sure to reference the Student Organization event calendar.
- ✓ Do you need music? An artist? A speaker? If this is the direction that you are going in Student Activities can be a helpful resource. Please remember that the assistant (HU 204) and associate directors of Student Activities should be consulted before any contracts are signed.
- ✓ Have you turned your program proposal in to the associate Director of Student Activities?