

Planning Checklist (Fill in blanks with dates completed)

Publicity: Flyers _____ Newsreleases _____ Postcards _____
 Posters _____ Radio _____ E-mail Notifications _____
 (attach contact and address information for radio, TV stations, newspapers, etc.)

Facility: Contract (attach) _____ Facility Cost _____

Program: Date due for printing _____
 Cover artwork _____ Content _____

Equipment Needs

In order to coordinate and utilize effectively all available resources, please list all equipment and supplies (include awards, program, chairs, sound system, gavel, etc.)

Item	Number Needed	Where/Who	Address	Telephone

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Equal Opportunity Director, University of California, Agriculture and Natural Resources, 1111 Franklin St., 6th Floor, Oakland, CA 94607, (510) 987-0096.

Program Outline/Schedule

<i>Time</i>	<i>Event/Session</i>	<i>Person in Charge</i>	<i>Telephone</i>

Finishing Touches

- Certificates and Awards (attach winners scores and awards; provide descriptions of awards)
- Sponsors (list name, address, and item sponsored so they can be recognized at the event!)
- Program (attach a final copy for your records)
- Participants (attach a sign-up sheet, if possible)
- Thank You Notes (date sent): _____ (attach list)

Suggested Changes to the Event:
