**Family Programs Check List**

**Pre-event**

Confirm date, time, cost, and supplies/set-up needed

*\*Floor plans*

Save email communications and any contracts

Print email communications and any contracts, securing with paper clip and placing in “Upcoming Programs (1-time)” folder

Send payment request to fiscal

*\*If more than $600 or the vendor is returning, have them fill out STAR vendor form and W9.*

**Day of event**

Set up space to agreed-upon specifics

Save parking spot in back with cone (if requested)

Remain during program to address any issues

**Post-event**

Give check to performer or confirm that check will be sent to requested address

Reset space to normal set-up

Complete post-event survey

Type up and print out any thoughts/recap of program

Secure all program documents together with paper clip and move to “Completed Programs” folder