

Office of University Events Checklist for Homecoming 2025-SAMPLE

Event Planning

Title of Event/Actions/To Do	Person Responsible	Due Date	Status Budget
Confirmation of date & location	University Events		
Confirmation of rain site location	University Events		
Confirmation of date of EVENT on Chancellor's Calendar	University Events		
Request space in 25Live - description and set up of the event included in request	University Events		
Run of Show	University Events		

Marketing

Title of Event/Actions/To Do	Person Responsible	Due Date	Status Budget
Create WRIKE requests for electronic invitations, marketing materials, name tags, programs, logos, directional/promotional signs	IMC		
Photography request completed	IMC		
Signage and printing request completed for the events	IMC		
Provide estimated budget for marketing requests required for activities	IMC		

Logistics

Title of Event/Actions/To Do	Person Responsible	Due Date	Status Budget
Identify volunteer staffing for day of event	University Events		
Power and electrical requirements for set up. Table set up. Request to move inventory from warehouse to event location	Facilities		

Title of Event/Actions/To Do	Person Responsible	Due Date	Status	Budget
Diagram provided to Facilities	University Events			
Request for trash cans	University Events			
Request for port-a-johns	University Events			
Request for hand sanitizer stations	University Events			
Schedule meeting for staff and volunteers to outline roles & responsibilities (university planning committee)	University Events			
Livestream request (OIT Ticket)	University Events			
Sound and AV equipment required	University Events			

Catering Requirements

Title of Event/Actions/To Do	Person Responsible	Due Date	Status	Budget
Place catering order in Cater Trax	University Events			
Set date/time for set up on location	University Events			
Provide diagram for layout approval	University Events			

Entertainment

Title of Event/Actions/To Do	Person Responsible	Due Date	Status	Budget
DJ or music entertainment confirmed for event	University Events			
Music piped into event	University Events			
Crowd participation activities	University Events			
Student Events/Homecoming: Confirmation of Cheerleaders, Marching Band, Ram Mascot, WS Dash Mascot Bolt	University Events			
Identify Host and/or Emcee for Event	University Events			

Title of Event/Actions/To Do	Person Responsible	Due Date	Status	Budget
Student Government participation confirmed - Mr. and Mrs. WSSU and Royal Court participation confirmed	University Events			

Business Services Requirements

Title of Event/Actions/To Do	Person Responsible	Due Date	Status	Budget
Vendors solicited and confirmed	University Events			
Diagram of vendor set up and flow plan	University Events/Business Services			
Secure/Confirm Giveaways (bookstore vouchers, game tickets)	University Events/Business Services			
Rental equipment requirements (stage, tents, risers, generator, etc.)	University Events/Business Services			
Secure kid-friendly vendors for Family Day cookout (face painting, ring toss)	University Events/Business Services			

Security and Parking

Title of Event/Actions/To Do	Person Responsible	Due Date	Status	Budget
VIP Parking Designation Plan	Johnson			
Notification of barrier/bike rack installation	University Events			
VIP Parking guest list provided to Parking staff	University Events			
Event Security	Johnson/Campus Police			

Budget Requirements

Title of Event/Actions/To Do	Person Responsible	Due Date	Status	Budget
Develop revenue and expense spreadsheet for catering	University Events			
All check requests, purchase orders, and approvals completed	University Events			

This checklist serves as a guide to help you stay on top of all the details and requirements for Homecoming 2025. Make sure each task is completed on time and within budget to guarantee an unforgettable event. Let's get ready to make Homecoming Forever Red 2025 a success!