

1st Semester CAB Checklist

- Organization Fair August 25th 4:30-6:30pm
 - CAB board ready for display
 - Table stuff prepared for the event
 - Promotion items ordered and on site
 - Sign and return contract for dunk tank
 - P.O. for dunk tank submitted
 - Find people to dunk (OLs, faculty/staff freshmen have met, OSA staff)
 - Parking spots reserved for dunk tank
- The Middle Ground concert and cookout
 - Sign and return contract (decide whether to do sound & lights buyout)
 - Submit P.O.
 - Reserve lodging for band
 - Find a stage for the band
 - Reserve the Fender for music during the cookout
 - Reserve Quad and Helipad for the event
 - Reserve cornhole, Kan Jam, and other outdoor stuff
 - Reserve grill (or prepare mine to be used)
 - Buy food and drinks
 - Buy firewood, reserve torch for lighting, and other fire supplies
 - Buy S'mores supplies
 - Fill out and have Koreen sign the food form in case the band wants other food
 - Flyers printed and posted
 - Creative marketing
- Foam Party September 4th 10pm-2am
 - Sign and return contract
 - Submit P.O.
 - Reserve lodging?
 - Reserve the Quad
 - Fill out and have Koreen sign the food form
 - Flyers printed and posted
 - Creative marketing
- Human Bowling September 10th 4:30-8:30pm
 - Sign and return contract
 - Submit P.O.
 - Reserve lodging?
 - Reserve space for event (probably the Quad)
 - Create waivers
 - Reserve Fender through IT for music

- Decide what else to do during the event (food, games, or something)
 - Fill out and have Koreen sign the food form
 - Flyers printed and posted
 - Creative marketing
- Capture the Flag (Obstacle Course style) September 17th
 - Sign and return contract
 - Submit P.O.
 - Reserve the Quad
 - Reserve pinnies from Devin?
 - Fill out and have Koreen sign the food form
 - Flyers printed and posted
 - Creative marketing
- Adelee & Gentry September 23rd 8pm
 - Sign and return contract
 - Submit P.O.
 - Reserve Burbick lobby
 - Reserve IT equipment or talk about a buyout option if available
 - Figure out a stage for Adelee & Gentry
 - Decide on and buy food and drinks
 - Reserve tables from Facilities
 - Make table decorations
 - Coordinate with Homecoming candidates their role for the event
 - Fill out and have Koreen sign the food form
 - Flyers printed and posted
 - Creative marketing
- Black Light Casino Night October 1st 7-11pm
 - Sign and return contract
 - Submit P.O.
 - Reserve lodging?
 - Reserve Burbick lobby and side rooms
 - Reserve 75 chairs for the event through Facilities
 - Decide on and order prizes
 - Get snacks and drinks for the dealers
 - Fill out and have Koreen sign the food form
 - Flyers printed and posted
 - Creative marketing
- Zapped Laser Tag October 8th 6pm-midnight
 - Sign and return contract
 - Submit P.O.

- Reserve coliseum
- Reserve 2 rooms in Erickson for the workers
- Fill out and have Koreen sign the food form
- Flyers printed and posted
- Creative marketing
- Pink theme at the football game October 15th 7pm
 - Reserve a spot at the game
 - Figure out what we want to do
 - Order items
 - Sign up for running the table
- Odd?Rod October 26th time TBD
 - Sign and return contract
 - Submit P.O.
 - Reserve location
 - Reserve IT for the event
 - Fill out and have Koreen sign the food form
 - Flyers printed and posted
 - Creative marketing
- National Donut Day November 5th during the day
 - Reserve location
 - Reserve 2 tables
 - Order donuts and drinks
 - Pick up the items before the event
 - Sign up for shifts at the table
 - Flyers printed and posted
 - Creative marketing
- AB's Got Talent November 12th time TBD
 - Sign and return Michael Isaac contract
 - Submit P.O.
 - Reserve location
 - Reserve IT for the event
 - Fill out and have Koreen sign the food form
 - Coordinate audition times
 - Hold auditions
 - Set up practices and dress rehearsal
 - Flyers printed and posted
 - Creative marketing
 - Coordinate a giveaway or raffle to ensure good attendance
 - Have prize money ready to hand out at the event

- Win the game, Get the game November 19th time TBD
 - Reserve location
 - Reserve tables?
 - Reserve Fender through IT
 - Order board games (whatever method necessary)
 - Decide on and plan for food and drinks
 - Purchase food and drinks
 - Buy paper products
 - Have trash cans ready
 - Schedule housekeeping if necessary