

## EVENT PLANNING CHECKLIST

Name of Event: \_\_\_\_\_ Estimated # of Participants: \_\_\_\_\_

Date: \_\_\_\_\_ Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Chair Name: \_\_\_\_\_

Event Chair Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Facilities:

- Location(s) reserved
- Rain site reserved
- Set-up diagram created
- Set Up Time Needed:
- Reserved parking

### Service Personnel:

- Grounds
- Security
- AV/ Electrician
- Custodian
- Catering
- Photographer

### Equipment/ Furniture/ AV:

- Tables
- Chairs
- Stage
- Projector/Computer
- Microphone/ Sound System
- Tents
- Plants
- Other Decor
- Flip charts/markers

### Publicity:

- Flyers created and distributed
- Banners hung
- (Digital)Signs posted
- Newspaper
- Event website
- Social Media
- Email
- Announcements through Residence life:
- Other

### Program Content / Supplies:

- Agenda / Run of the Show created
- Entertainer/Speaker
- Gifts for speaker
- Programs ordered
- Directional Signs ordered
- Event signs
- Name tags
- Giveaways
- Maps
- Tickets
- Tape, staplers, pens
- Cash box/change

### Compliance:

- Recycling
- Handicap Accessibility
- Copyright (if showing a movie)
- Risk Management (liability insurance, participant waivers, safety personnel, etc.)
- Permits
- Confirmed Reservation

### Finances:

- Budget Approval (Income and Expenses)
- Co-Sponsorships
- Donations
- Participant Fee Charge

### After the Event:

- Returned rented items
- Returned any items to storage
- Sent Thank You notes
- Pay bills
- Evaluations
- Document improvements needed