

EVENT CHECKLIST

EVENT TITLE: _____

EVENT SPONSOR:

Contact name: _____ Department: _____

Phone: _____ Fax: _____ E-mail: _____

EVENT LOCATION: _____ Room #: _____

DATE RESERVED: _____ **DATE CONFIRMED:** _____ **KEYS/ALARM OFF:** _____

EVENT DATE: _____ **START TIME:** _____ **END TIME:** _____

- Confirm with key participants
- Add to University Calendar
- Add to president's, deans' or vice presidents' calendars
- Check for potential conflicts (such as campus & community events)

BUDGET:

- Create
- Approve
- Confirm payment plans

PROGRAM PLANNING:

- Program Format
- Guest list
- VIPs
- Participants
- Speakers
- Entertainment
- Staging

ENTERTAINMENT:

- Contract
- Payment
- Staging
- Chairs
- Microphone stands

EVENT LOCATION:

- (see location site visit check list)
- Room confirmed
 - Site visit
 - Season/climate concerns
(If outside, plan alternate rain site)
 - Keys
 - Alarm off

SITE SETUP:

- Conference
- Herringbone
- Hollow Square
- Reception
- Schoolroom
- Seated with rounds — Choose: 6 8 10
- Theatre
- U-shaped
- Chairs
- Head table
- Risers
- Stanchions
- Tent

HOUSEKEEPING:

- Hallways
- Restrooms
- Grounds
- Electrical Hook-ups
- Solid Waste

TRANSPORTATION & PARKING:

- Parking reserved
- Attendant
- Directions/map
- Signage
- Greeter in lot

A/V & SOUND REQUIREMENTS:

- Site visit
- Sufficient power available
- TV
- DVD player
- Projector
- Additional lighting
- Podium or wireless microphone
- Performers or musical instruments

OTHER EQUIPMENT:

- Easels
- Podium
- Telephone with conference line
- Coat rack
- Registration table
- Computer
- Laser pointer

FOOD & BEVERAGE REQUIREMENTS:

- Contact Caterer with event date
- Type of menu: _____
Choose: Breakfast; Brunch; Lunch;
Reception; Cocktails;
Dinner (buffet or waited)
- Beverages: _____
 Alcohol (Approval to serve)
 Type of bar
 Bartender provided
 Water at podium, head table
- Special dietary concerns
- Linens
- Centerpieces
- Review function sheet
- Guarantee date

INVITATIONS & PROGRAMS:

- Invitations, response cards, envelopes
 - Design
 - Proofread
 - Print
 - Postage
 - Labels
 - RSVP list
- Programs
 - Design
 - Proofread
 - Print
 - Distribution

OTHER PRINTED ITEMS:

- Nametags
- Food identifiers
- Menu cards
- Place cards
- Seating chart
- Table numbers

