



## EVENT PLANNING CHECKLIST

(\*Please note: not all tasks may apply to your specific event)

**Event Name:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

Task	Detail	Person Responsible	Date Completed
<i>Establish Planning Group</i>	Hold planning meeting regarding event goals and details and delegate tasks to individuals.		
<i>Create Event Budget</i>	Prepare proposed budget and identify funding sources.		
<i>Reserve Event Space</i>	Determine space needs and reserve venues.		
<i>Speakers and Presenters</i>	Confirm event speakers and presenters and coordinate travel as needed.		
<i>Guest Accommodations</i>	Block hotel and/or residence hall rooms for out of town guests.		
<i>Food and Beverage Needs</i>	Arrange for caterer and establish menu. If alcohol is being served, ensure that caterer has appropriate liquor license.		
<i>Transportation/Parking</i>	Arrange for shuttles and/or special parking needs for guests.		

<b>Task</b>	<b>Detail</b>	<b>Person Responsible</b>	<b>Date Completed</b>
<i>Facilities and Housekeeping Needs</i>	Contact campus Facilities Office and provide all event-related logistical information including room diagrams for requested set-up.		
<i>Technology and Media Production</i>	Contact the Office of Technology and Media Production to arrange for any recording or sound reinforcement needs.		
<i>Entertainment</i>	Contract performers for event needs.		
<i>Concert Office</i>	For events that include a concert performance, contact the Concert Office for performance hall needs, usher support and programs.		
<i>Rental Equipment</i>	Contact equipment rental company for any additional furniture and equipment needs, arrange for delivery and pick-up.		
<i>Print and Publicity Materials</i>	Meet with the Office of Communications and establish a plan for publicity, website communications and event-related print materials, programs, signage, etc.		
<i>Registration and Payment</i>	If registration is required, contact the Special Events Office for information regarding online registration and payment options.		
<i>Security</i>	Contact the Public Safety Office to ensure that they are informed of all event logistics, time and location of events and anticipated number of guests on campus.		
<i>Accounting Process</i>	Process all vendor invoices for payment and reconcile event budget revenue and expenses in a timely manner.		
<i>Post-Event Clean up</i>	Send thank you notes to speakers and special guests. Produce any final event reports (participant lists, attendance information, etc.)		