

Event Planning Checklist

This checklist should be used in the beginning stages of planning an event to help create a timeline. The committee should assign task to the members and keep the checklist updated through the end of the event.

Name of Event: _____
Person Responsible for Event: _____
Date/Time of Event: _____
Place of Event: _____

What are the desired outcomes/benefits for students who attend this event?

40 Days Prior to Event			
Task	Completion Date	Person Responsible	Date Completed
Establish Goals			
Determine Co-Sponsorships			
Create Budget			
Determine Necessary Supplies			
Reserve Room			

Contact Vendors for Quotes			
Assess Technical Requirements			
Determine Equipment Requirements			

30 Days Prior to Event			
Task	Completion Date	Person Responsible	Date Completed
Submit Event Packet			
Determine Volunteer Responsibilities			
Design Publicity & Submit for Approval			

3 Weeks Prior to Event			
Task	Completion Date	Person Responsible	Date Completed
Submit Work Order for Room Set-Up			
Submit Audio/Visual Request			
Submit Marketing Request			
Confirm Catering Order once PO has been received			
Confirm Purchases w/ Vendor once PO has be received			
Begin Promoting Event			

2 Weeks Prior to Event			
Task	Completion Date	Person Responsible	Date Completed
Confirm Volunteers & Explain Responsibilities			
Begin Organizing Supplies as they Arrive			
Request Checks for any Pre-Payment			

3 Days Prior to Event			
Task	Completion Date	Person Responsible	Date Completed
Review tasks with team			
Develop day of event agenda			

Day Before			
Task	Completion Date	Person Responsible	Date Completed
Dry run of event			
Prepare any introductions			
Pick-up any checks for pre-payment			
Re-confirm catering			
Re-confirm Audio Visual			

Day of Event			
Task	Completion Date	Person Responsible	Date Completed
Check facility set-up and equipment needs			
Welcome entertainer or vendors			
Welcome guests			
Check on food delivery/set up			
HAVE FUN AT EVENT!			
Clean up - Leave the room the way you found it!			

After Event			
Task	Completion Date	Person Responsible	Date Completed
Turn in any invoices to be paid to Business Office			
Box up supplies to be re-used and take to Student Life office			
Complete Program Evaluation			