## Event Planning Checklist

**Event Name:** = 
**Date:** = 

### Once Date is Set

- Determine Time
- Determine event concept, theme, etc.
- Establish budget
- Send a save the date announcement
- Outline logistics: rentals, furniture, parking security, housekeeping
- Put on VIP calendars: University, Involvement Center, office calendar
- Prepare Baseline project
- Meet with necessary VIPs
- Other:

### 2 or More Months Out:

- Set menu, decorations, musicians and AV needs – book all vendors and services
- Performer needs: microphone, podium, stage, props
- Design invitations or announcement
- Invitation list
- Ticket sales process or RSVP database
- Directional signage
- Draft a production schedule
- Write scripts; include introductions of VIPs
- Establish a publicity game plan
- Decorations/theme development
- Entertainment
- Rain plan
- Sponsorship
- Ticketing/registration
- Track expenses and update budget
- Other:

### Four Weeks Out:

- Photographer
- Mail invitations
- Track ticket sales/RSVPs
- Walk through every step of the event including the venue

### Three Weeks Out:

- Schedule briefings with VIPs
- Call all vendors to confirm
- Solicit volunteers
- Walk through every step of the event
### One Week Out:
- Finalize production schedule. Include all telephone numbers.
- Finalize scripts
- Create and distribute staff/volunteer assignments
- Walk through every step of the event

### Three Days Out:
- Give caterer final guarantee. Confirm delivery and set-up times.
- Nametags and registration/check-in materials
- Head table/seat assignments
- Walk through every step of the event

### Day Before:
- Prepare an event bin: nametags in alpha order, office supplies, blank nametags, production schedule, scripts, guest list, giveaways, and signage.
- Reconfirm: venue, catering, valet, musicians, florist, AV, etc.
- Walk through every step of the event

### Day of Event:
- Check venue: temperature, cleanliness, furniture arrangement, signage, restrooms, mic check
- Confirm arrival of flowers, musicians, photographer, DJ
- As unconfirmed guests arrive, make them a nametag and write their names on something to keep track.
- Check names of VIPs for script/introductions
- Get feedback

### Day After Event:
- Review attendance
- Send appropriate thank-yous; include photos
- Final budget review
- Update the checklist
- Determine how to “extend” event to those who could not attend
- Update websites

### Other details: