

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	

	Other:	
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: