

Event Planning Checklist

The Basics

Date of event	Event name
Purpose of event	Sponsoring organization(s)
Event start & end time	Group collaborations
Approximately number of people attending	Contact information
Audience	Event format/program/agenda
Location (reservation & contract signed)	

Services and logistics

<p>Equipment needs</p> <ul style="list-style-type: none"> • Media services • Events support 	<p>Menu selection</p> <ul style="list-style-type: none"> • Special dietary needs determined
<p>Staffing Support Required</p> <ul style="list-style-type: none"> • Creative Services • Donor & Data Services • Public Relations • Marketing 	<p>Volunteer Support Required</p> <ul style="list-style-type: none"> • Registration • Hostess • Program coordination • Award manager
<p>Budget/Payments</p> <ul style="list-style-type: none"> • Appropriate signatures received • Venue contract due dates • Awards • Audio visual • Purchase orders 	<p>PR</p> <ul style="list-style-type: none"> • Press release • Public Service Announcements • Print advertisement • Television interviews
<p>Venue Set-up</p> <ul style="list-style-type: none"> • Registration table • Seating charts (1 sorted alpha 1 numeric) • Seating layout charts (blown up) • Greeters of special guests • Meeting with all volunteers/staff • Nametags • VIP/ needs-special seating • Set up for entertainment-sound check 	<p>Awards Management</p> <ul style="list-style-type: none"> • Set up for awards • Provide award recipients instructions
Seating chart	Sound & Lighting
<p>Program manager</p> <ul style="list-style-type: none"> • Programs placed on chairs • Manage flow of program • Manage timeliness of program • Aurora banners strategically positioned on/above stage 	Break down/Wrap up