

Sample Event Planning Checklist

EVENT NAME: _____

COMMITTEE: _____

CHAIRPERSON PHONE: _____

DATE: _____ TIME: _____

LOCATION: _____

BAD WEATHER LOCATION: _____

SPACE RESERVATION

Room/Hall: _____ Times: _____

Date and Individual confirming: _____

Technical Support? _____ No _____ Yes

Sound System? _____ No _____ Yes Type: _____

Tables? _____ Type? _____ How Many? _____

Chairs? _____ How Many? _____

Other Technical Notes: _____

SPEAKER AND ENTERTAINMENT CONTRACTS

Date and Notes

1. Agent Contacted: _____

2. Contract Received: _____

3. Contract Reviewed _____

4. Contract to Artist/Agency _____

5. Contract Complete _____

MONEY

Date and Notes

1. Budget Checks _____

2. Tickets Order _____

3. Cash Box Set Up _____

4. Checks Requested _____

5. Miscellaneous _____

ARTIST/SPEAKER ARRANGEMENTS

- 1. Loading _____
- 2. Transportation _____
- 3. Meals _____
- 4. Miscellaneous _____

PUBLICITY

Deadline to Submit and Notes

- 1. Newspaper
 - A. Campus Paper _____
 - B. Local Paper _____
 - C. Other _____
- 2. Radio/TV (identify stations)
 - A. _____
 - B. _____
 - C. _____

Distribution Date and Notes

- 3. Promotional Materials
 - A. Posters _____
 - B. Flyers _____
 - C. Tent Cards _____
 - D. Letters _____
 - E. Banner _____
 - F. Programs _____
 - G. _____
 - H. _____

Our Contact/Phone Number

- 4. College's Media Office _____

Give Details

- 5. Miscellaneous Publicity
 - A. _____
 - B. _____

EVENT DAY

PERSONNEL

Person: _____ Shift: _____
Person: _____ Shift: _____
Person: _____ Shift: _____

MONEY

Cash Box Pick-up Time: _____ Carrier _____
Cash Box Return Time: _____ Carrier _____

SET-UP/CLEAN-UP

Names and Notes _____

REFRESHMENTS/HOSPITALITY

Names and Notes _____

FOLLOW-UP

Give Details

1. Thank you letters _____

2. _____

3. _____
