

Event Planning Checklist

Use this basic checklist to assist your group in planning a successful event. You should plan at least 8 weeks out.

Name of Event: _____

Date: _____

Time: _____

Location: _____

Event Purpose: _____

8 WEEKS PRIOR

BRAINSTORMING

- Will the event work?
- How many people do you need to make the event happen?
- Does the event serve a need previously not met on campus?
- Do we have the resources to make it happen?

BUDGETING

- See sample budget planning sheet (attached)

4 – 6 WEEKS PRIOR

SCHEDULING

Who's in charge: _____

- Room reservation
 - What size room do you need?
 - What kind of tech needs do you have?
 - What can you afford?
- Tentatively book a couple of dates
- Call your performer or vendor (if applicable) and schedule the performance date
- Confirm your date
- Schedule a meeting to go over your tech needs and room set-up
- Schedule the travel arrangements for your performer (if necessary), including a ride to and from the airport and/or hotel
- Book hotels and/or make dinner reservations for your performer
- Schedule catering/food menu

APPs & PERMITS

Who's in charge: _____

- Food Permit
- Outdoor Facilities
- Sanitation Permit
- Sales/fundraising Application
- Security Scheduled
- Film License

FUNDING

Who's in charge: _____

- What measures are you taking to ensure you can pay your performer/vendors up front?
- If you are applying for Student Services Fees, did you get your applications in by the deadline?
- Have you scheduled an appointment to meet with the SSFAC committee?

ADVERTISING

Who's in charge: _____

- Posters
- E-mailing
- Flyers
- Other forms of marketing
- Marketing Timeline

SHOPPING

Who's in charge: _____

- Supplies needed for your event:
 - Silverware
 - Plates
 - Napkins
 - Cups
 - Decorations
 - Cashbox
 - Performer specific items/requests
 - Other:
 - _____
 - _____
 - _____

2 WEEKS PRIOR

Who's in charge: _____

- Call facilities and make sure all details are secured
- Make sure all permits are completely ready
- Confirm performer's itinerary
- Assign event shifts: set-up, hosts & break down
- Prepare programs or fliers needed for the event

DAY OF EVENT

Officer in charge: _____

- Pick up performer/vendor and get to performance site
- Compile performer requests in dressing room
- Arrive early for the event for set-up
- Meet vendors at the event and assist with set-up
- Greet guests at the door
- Have fun!
- Clean up, remember that your reservations location may have special clean up regulations

AFTER THE EVENT

Who's in charge: _____

- Send thank you notes to performers and to volunteers who worked extra hard
- Do a post-event evaluation (see example attached)
- Make sure to pay all bills on time!!

Don't forget to keep a list of the people and the phone numbers that you are contacting throughout your planning. Use the back of this list

