

Event Checklist

Name of Event: _____

Contact of Event: _____

Date of Event: _____

Predicted Amount of People: _____

Actual Amount of People: _____

Cost of Event: _____

Advertising:

- Announcements
- Publications
- Invitations
- Press Release
- Sponsors (if any)

Supplies:

- Contact caterers
- Contact housing or lodging company
- Contact Event Coordinator about facilities to be used/cost
- Calendar of events or brochure of events/time and locations of event
- Gifts/Thank You's/Etc.
- Hard copy of event and back-up copy
- Any on the spot advertisement
- Any other misc. items, such as maps or pens

Day of Event(s)

- Registration
- Photographer/Newspaper Contact (if event is prominent enough)
- Food, as well as directions or transportation to catering area
- Parking
- Let surrounding area know of event as to not upset surrounding residents
- Lodging Packets, if needed
- Day Care or Animal Care
- Contests/Presentation of gifts

After Event:

- Mailing of Thank You's
- Mailing of gifts, if unclaimed
- Survey of event
- If event is held often, include with Thank You/Survey advertisement for the next time the event is to occur